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Commonwealth of Massachusetts
Board of Library Commissioners

Massachusetts Public Library Data

May 1991

Selected Statistics, FY90



Commonwealth of Massachusetts Board of Library Commissioners

648 Beacon Street • Boston, Massachusetts 02215 • 617 267-9400 • 800 952-7403



TO: Massachusetts Public Library Directors

FROM: Data Analysis and Research Unit

RE: Massachusetts Public Library Data: Selected Statistics, FY90

DATE: May, 1991

The enclosed report was compiled from information you provided on the Annual Report Information Survey and the FY91 Library Incentive Grant/Municipal Equalization Grant Application. In this particularly difficult year, we appreciate the effort you have made to provide these data. Please contact John Ramsay or Mary Litterst, if you have any questions, corrections, or suggestions about the data or report. If you would like another copy of the report, please contact Sara Billingsley.

The companion Public Library Personnel Report will be out shortly and will contain any revisions to the Hours in the Work Week and FTE data that we are aware of before its publication.

cc:State Library Agencies
ALA Accredited Library Programs

Enc: Massachusetts Public Library Data: Selected Statistics, FY90

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Prepared with LSCA Title I funds

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Introduction

The report provides per capita and percentage figures reflecting selected FY90 support and activity indicators for responding public libraries. Data were compiled from the FY91 Library Incentive Grant and FY91 Municipal Equalization Grant Application and the Annual Report Information Survey forms.

With few exceptions, financial, collection, and hours open data are for the twelve month period ending June 30, 1990. Thirteen libraries reported holdings and/or circulation data for calendar year 1989. The work week and full-time equivalents (FTE) data are reported as of July 1, 1990.

The report reflects income, expenditure and hours open data for 321 municipalities, 92% of those with public libraries. A total of 318 or 91% of the municipalities with libraries supplied holdings, circulation, work week, and staffing data.

For municipalities with more than one independent library receiving public funds, this report reflects the combined levels of library support and activity for all libraries within the community, except for Northampton where the Lilly Library did not submit any work week or staffing data.

ARRANGEMENT OF THE REPORT

The report is arranged in three sections: Summary Tables, Municipal Tables, and the survey forms. Statewide and regional data for selected indicators follow the introduction. The Usage Notes preceding the Summary Tables contain a formula for calculating percentiles not appearing in the Summary Tables.

STATEWIDE DATA

Statewide data for selected financial and collection indicators are shown for the last five fiscal years with per capitass based on the population served by the libraries responding each year. Statewide and Regional tables are located following the Introduction.

Section One: Summary Tables

The summary tables display the mean (average), median, and the 10th, 25th, 75th, and 90th percentile values of nine indicators for population groups I through VI. Because of the small number of municipalities in group VI, the percentiles for this group should be considered estimates only.

Means, medians, and percentiles are superfluous for group VII, the three municipalities with populations in excess of 100,000. Data for these municipalities appear in the municipal tables only.

Section Two: Municipal Tables

Data for individual municipalities are arranged in seven population groups based on the 1988 federal population estimates. See the Index to determine in which population group a municipality is listed.

INDICATORS OF LIBRARY SUPPORT & ACTIVITY

In addition to 1988 population estimates, 1988 population rank, and regional system affiliation (Central, Eastern, or Western), the following library data appear in this order in the municipal tables:

Total Operating Income Per Capita
Appropriated Municipal Income Per Capita
Total Operating Expenditures Per Capita
Salary Expenditures Per Capita and as a Percent of Total Operating Expenditures
Materials Expenditures Per Capita and as a Percent of Total Operating Expenditures
Holdings Per Capita
Circulation Per Capita
Hours Open in the Winter and Summer
Hours in the Work Week
Full-time Equivalents of Staff

The emphasis of the report is municipal data. Therefore, we ask that the state funds received by libraries that contract with the Board of Library Commissioners to provide regional services be omitted from their grant applications.

The following state funds have been included, where relevant, in the report if the library reported them as sources of operating income or expenditures: the Library Incentive Grant, the Municipal Equalization Grant, and the Additional Aid to Public Libraries.

Because all libraries do not have precisely the same sources of income, the **Total Operating Income** data are not comparable in terms of categories of income and access to the income.

The discretion with which trust and/or endowment income may be expended varies widely among libraries depending on, among other things, the fund restrictions. Some funds, for example, restrict expenditures to materials on a relatively narrow topic. As a result, a library's operating income may appear inflated until selected materials complying with the fund requirements are acquired.

Print and non-print data are combined in the **Holdings** and **Circulation** indicators.

Hours Open, Winter and Summer, displays the number of hours in an average week that the library was open to the public in FY90. Hours for branch libraries are included if they do not overlap main library hours.

Hours in the Work Week, for larger libraries, is the number of hours typically worked per week by a full-time paid staff member; that is, 35 or more. For smaller libraries where no one works 35 hours, the figure is the greatest number of hours worked in a typical week by a paid staff member. Even though it is less than 35 hours and for the purposes of this report is not considered full-time, that work week may be considered full-time by the municipality.

The full-time equivalents (FTE) reflect paid full-time and part-time staff, excluding those paid by state or federally subsidized employment programs. One FTE equals 35 paid staff hours.

LIBRARY INCENTIVE GRANT AND MUNICIPAL EQUALIZATION GRANT PROGRAMS

The compilation of data for this report may not necessarily correspond to the data used to determine compliance with the requirements of the FY91 Library Incentive Grant/ FY91 Municipal Equalization Grant Program.

Section Three: Survey Forms and Instructions

This section contains the second and third pages of the FY91 Library Incentive Grant/Municipal Equalization Grant Application and the last page of the Annual Report Information Survey along with instructions for form completion.

Index

Alphabetical listing of all reporting municipalities indicating in which population group each appears.

The agency welcomes your comments and suggestions and examples of how the report is being used.

Sara Billingsley
Data Analysis & Research

Dianne Carty
State Aid Consultant

Ann Downey
Systems Analyst

Mary Litterst
Data Analysis & Research Specialist

John R. Ramsay, Head
Data Analysis & Research Unit

STATISTICS OF PUBLIC LIBRARIES STATEWIDE SUMMARY FOR SELECTED INDICATORS, FY 86-90
(per capita figures in parentheses)

FYa	No. of Reptg Libs.	No. of Reptg Muns.	Total Operating Income \$	Appropriated Municipal Income \$	Total Operating Expenditures \$	Salary Expenditures \$	Materials Expenditures \$	Holdings	Circulation	FTEh
1986	see footnote b		83,435,131 (14.60)	78,917,786 (13.81)	80,587,387 (14.28)	55,030,976 (9.75)	13,238,022 (2.35)	27,560,842c (4.84)	32,066,913c (5.64)	3832.5
1987	see footnote b		95,895,976 (16.61)	86,878,548 (15.05)	92,244,387 (16.09)	62,584,812 (10.92)	15,818,793 (2.76)	27,711,286d (4.82)	31,975,447d (5.56)	3985.9
1988	see footnote b		105,196,059 (18.12)	95,411,511 (16.44)	101,624,046 (17.64)	69,730,286 (12.10)	16,925,579 (2.94)	27,977,472e (4.84)	33,113,039e (5.72)	4081.6
1989	see footnote b		113,773,761 (19.64)	103,786,654 (17.92)	110,360,762 (19.13)	76,408,696 (13.25)	18,276,556 (3.17)	28,015,545f (4.80)	36,037,155f (6.18)	3996.1
1990	see footnote b		116,991,584 (20.17)	106,471,234 (18.36)	114,118,840 (19.68)	79,859,284 (13.77)	18,577,019 (3.20)	28,019,307g (4.83)	36,867,370g (6.36)	3804.8
86-87			13.77%	8.98%	12.68%	12.00%	17.45%	-0.41%	-1.42%	4.00%
87-88		%	9.09%	9.24%	9.63%	10.81%	6.52%	0.41%	2.88%	2.40%
88-89		CHANGE	8.39%	9.00%	8.45%	9.50%	7.82%	-0.83%	8.04%	-2.09%
89-90		IN	2.70%	2.46%	2.88%	3.92%	0.95%	0.63%	2.91%	-4.79%
		PER CAPITA								
		FIGURES								
86-90			38.15%	32.95%	37.82%	41.23%	36.17%	-0.21%	12.77%	-0.72%

NOTES:

Per capita figures are based on the population of municipalities served by responding libraries.

FY86, population (per 1980 census) served by responding libraries for income indicators = 5,712,808

for expenditure indicators = 5,644,946

for holdings and circulation data = 5,689,982

FY87, population (per 1984 estimates) served by responding libraries for income indicators = 5,773,247

for expenditure indicators = 5,732,683

for holdings and circulation data = 5,747,823

FY88, population (per 1986 estimates) served by responding libraries for income indicators = 5,804,080

for expenditure indicators = 5,762,320

for holdings and circulation data = 5,785,750

FY89, population (per 1986 estimates) served by responding libraries for income indicators = 5,831,920

for expenditure indicators = 5,767,930

for holdings and circulation data = 5,790,260

FY90, population (per 1988 estimates) served by responding libraries for income indicators = 5,799,610

for holdings and FTE data = 5,796,300

for circulation data = 5,791,960

a. Fiscal year applies to all indicators except FTE which are reported as of July 1 of each year

b. Reporting financial data;

for FY86: income data, 359 libraries in 332 municipalities; expenditure data, 346 libraries in 320 municipalities. The FY86 income totals for just those respondents who also reported expenditure data are: Total Operating Income \$82,619,296 (\$14.64) and Appropriated Municipal Income \$78,201,707 (\$13.86).

for FY87: income data, 359 libraries in 332 municipalities; expenditure data, 350 libraries in 326 municipalities. The FY87 income totals for just those respondents who also reported expenditure data are: Total Operating Income \$95,599,506 (\$16.56) and Appropriated Municipal Income \$86,641,162 (\$15.01).

for FY88: income data, 352 libraries in 330 municipalities; expenditure data, 347 libraries in 325 municipalities. The FY88 income totals for just those respondents who also reported expenditure data are: Total Operating Income \$104,869,227 (\$18.20) and Appropriated Municipal Income \$95,155,911 (\$16.51).

for FY89: income data, 351 libraries in 328 municipalities; expenditure data, 347 libraries in 324 municipalities. The FY89 income totals for just those respondents who also reported expenditure data are: Total Operating Income \$113,628,655 (\$19.70) and Appropriated Municipal Income \$103,655,025 (\$17.97).

for FY90: income and expenditure data, 344 libraries in 321 municipalities.

c. Holdings, circulation and FTE data based on 354 libraries reporting from 328 municipalities.

d. Holdings, circulation and FTE data based on 351 libraries reporting from 329 municipalities.

e. Holdings, circulation and FTE data based on 349 libraries reporting from 327 municipalities.

f. Holdings, circulation and FTE data based on 350 libraries reporting from 327 municipalities.

g. Holdings, and FTE data based on 343 libraries reporting from 320 municipalities. 341 libraries in 318 municipalities reported circulation data.

h. Rate of change calculated on gross figures.

FY90 REGIONAL ADDENDUM

Average Per Capita Figures for All Reporting Municipalities
By Population Group and Regional Affiliation for 7 Indicators of Library Support and Activity

Population Group	I N D I C A T O R S																			
	Total Library Operating Income \$				Appropriated Municipal Operating Income \$				Total Library Operating Expenditures \$				Salary Expenditures \$				Material Expenditures \$			
	C	E	W	Pop Group	C	E	W	Pop Group	C	E	W	Pop Group	C	E	W	Pop Group	C	E	W	Pop Group
I																				
1-1,999	13.44	42.91	8.83	11.61	6.94	36.30	6.23	8.25	12.46	39.58	8.32	10.86	5.16	24.31	4.06	5.50	3.84	24.31	2.52	3.20
II																				
2,000-4,999	12.72	25.71	13.83	18.30	10.96	22.71	8.94	15.31	12.20	24.26	13.40	17.42	7.35	15.40	7.49	10.69	2.97	15.40	3.45	4.05
III																				
5,000-9,999	14.52	17.87	17.03	16.78	12.82	15.84	12.85	14.45	14.05	17.16	16.09	16.10	9.16	10.94	10.03	10.28	2.98	10.94	3.26	3.32
IV																				
10,000-24,999	18.36	20.36	16.15	19.51	17.01	18.61	14.74	17.88	17.68	19.71	15.50	18.86	11.73	13.64	10.64	12.94	3.18	13.64	2.83	3.36
V																				
25,000-49,999	17.49	19.80	16.31	19.10	15.27	17.91	13.59	17.06	17.35	18.98	15.94	18.39	11.95	13.21	11.40	12.85	2.78	13.21	2.57	2.87
VI																				
50,000-99,999	*****	16.43	10.99	16.18	*****	14.93	9.75	14.70	*****	16.17	10.71	15.92	*****	12.17	8.15	11.99	*****	12.17	1.70	2.21
VII																				
100,000+	22.03	36.02	24.77	31.64	20.01	34.53	23.29	30.06	21.39	35.68	26.59	31.61	15.75	24.64	20.44	22.36	2.68	24.64	3.25	4.69
REGIONAL/ ALL GROUPS	17.77	21.15	17.03	20.17	16.03	19.43	14.64	18.36	17.20	20.59	16.96	19.68	11.66	14.46	11.96	13.77	2.98	14.46	2.81	3.20

for income indicators:

C (Central Region) reflects 66 reporting municipalities with a 1988 population estimate of 733,770

E (Eastern Region) reflects 175 reporting municipalities with a 1988 population estimate of 4,287,260

W (Western Region) reflects 80 reporting municipalities with a 1988 population estimate of 778,580

Average Per Capita Figures for All Reporting Municipalities
By Population Group and Regional Affiliation for 7 Indicators of Library Support and Activity (cont'd)

----- I N D I C A T O R S -----								
Population Group	Total Holdings			Pop Group	Total Circulation			Pop Group
	C	E	W		C	E	W	
I 1-1,999	9.84	17.28	6.82	7.91	9.08	18.14	7.18	8.17
II 2,000-4,999	5.12	7.76	8.66	7.01	6.89	11.02	8.71	9.01
III 5,000-9,999	4.11	4.19	5.45	4.39	6.76	7.07	6.73	6.92
IV 10,000-24,999	3.84	4.46	3.35	4.22	7.67	8.02	8.06	7.96
V 25,000-49,999	3.79	3.69	4.42	3.82	6.28	6.94	7.65	7.02
VI 50,000-99,999	*****	3.89	1.39	3.78	*****	4.53	3.33	4.47
VII 100,000+	3.64	10.96	4.97	8.65	4.99	3.61	7.30	4.48
REGIONAL/ ALL GROUPS	4.02	5.02	4.57	4.83	6.72	6.14	7.26	6.37

For holdings data:

C (Central Region) reflects 66 reporting municipalities with a 1988 population estimate of 733,770
 E (Eastern Region) reflects 175 reporting municipalities with a 1988 population estimate of 4,285,420
 W (Western Region) reflects 79 reporting municipalities with a 1988 population estimate of 777,110

For circulation data:

C (Central Region) reflects 66 reporting municipalities with a 1988 population estimate of 733,770
 E (Eastern Region) reflects 175 reporting municipalities with a 1988 population estimate of 4,285,420
 W (Western Region) reflects 77 reporting municipalities with a 1988 population estimate of 772,770

USAGE NOTES

The statistical measures applied to each indicator of library support and activity in the Summary Tables are:

The Mean	a measure of central tendency which is commonly termed the "average." It is derived by dividing the sum of all the values in any particular group of data by the number of values included in that total.
Percentile Rank	describes the position of a value in its distribution, indicating the percent of cases in a distribution falling at or below the value of an indicator. For example, the library of a hypothetical municipality has a per capita operating expenditure of \$6.00 and a corresponding percentile rank of 25. This indicates that 25% of the municipalities in the population group have the same or smaller per capita operating expenditure than the sample library.
Median	the popular term for the 50th percentile; is equal to the value of an indicator at or below which 50% of the values fall. The value of the median differs from the value of the mean when the distribution of the values of an indicator is not regular, but rather skewed or piled at either end of the range. When there is considerable difference between the median and the mean, the median is generally thought of as being the more valid measure of central tendency.

Percentiles are not the most descriptive measures when the number of cases is small, the distribution is skewed, or the range of values is small. This is especially evident in Table G for the 25,000 - 49,999 and 50,000 - 99,999 groups.

Constructed below are hypothetical library situations designed to illustrate how the Summary Tables may be used and how an undisplayed percentile may be calculated.

Calculating an Undisplayed Percentile

In some instances, the value of an indicator may fall between the displayed values of a statistical measure, such as between the median (50th percentile) and the 75th percentile and it is informative to calculate the undisplayed percentile. Following is an example of how this may be done.

Example A: For a library in a hypothetical municipality in the 50,000 to 99,999 population group (group VI), salary expenditures are equal to \$12.18 per capita. From Summary Table D, we see that 12.18 falls between the values of the median (10.50) and the 75th percentile (13.20). We can estimate, based on the data available and using population served as a basis of comparison, that for the library in our hypothetical municipality, salary expenditures per capita are equal to or greater than 65% of the municipalities reporting in this population group.

PERCENTILE	0	10th	25th	Median 50th	65th	75th	90th	100	Mean
VALUES		5.71	8.55	10.50	12.18	13.20	17.12	28.85	12.18

Undisplayed percentile ranks may be calculated by the shorthand interpolation procedure used to compute the 65th percentile in Example A. This was done by:

- a - Finding the difference between the displayed values falling above (13.20) and below (10.50) our hypothetical value (12.18). The difference is 2.7 salary expenditures dollars per capita.
- b- Finding the difference between our hypothetical value (12.18) and the displayed value falling below it (10.50). The difference is 1.68 salary expenditures dollars per capita.
- c - Determining the ratio of the latter difference to the former difference (1.68 divided by 2.7), which equals .622.
- d - Finding the difference between the displayed percentiles corresponding to the displayed values falling above and below our hypothetical value (12.18). In our example, the difference between the corresponding percentiles (75th and median/50th) is 25 percentile units.
- e - Interpolating the ratio from the values line to the difference between the displayed percentiles. In our example, the ratio is .622 (see c above) and the difference between the percentiles is 25 (see d above). $.622 \times 25 = 15.55$ percentile units.
- f - Adding the interpolated percentile units to the displayed percentile falling below our hypothetical value to arrive at the estimated percentile rank of our hypothetical library. For example, $15.55 + 50 = 65.55 = 65\text{th percentile}$.

It should be noted that this procedure assumes that the size of the intervals between values is constant throughout the distribution. Quite often there is slight variability in their size, so that ranks computed by this method must be considered estimates.

Looking at More than One Statistical Measure

For each indicator it is most useful to review the results of the statistical measures in conjunction with one another. Another look at Summary Table D indicates that the hypothetical library mentioned in Example A has a salary expenditure per capita figure equal to the mean figure (12.18) of the population group.

Therefore, while we may say that salary expenditures per capita are equal to the "average" for this population group, it remains true that for our hypothetical municipality, per capita salary expenditures are greater than or equal to 65% of the reporting municipalities in this population group.

Another illustration of the value of looking at more than one measure follows.

EXAMPLE B: In some cases, percentile values may be used effectively to qualify the minimal information provided by the range of values for an indicator and population group. For example, a library in a hypothetical municipality in the 5,000 to 9,999 population group (group III) could have a total operating expenditure of \$26.08 per capita.

From Summary Table C, we see that 26.08 equals the value of the 90th percentile and falls almost one half of the way between the range (3.92 through 50.97) of total operating expenditure per capita of all reporting libraries in this population group.

PERCENTILE	0	10th	25th	Median 50th	75th	90th	100	Mean
VALUE		5.96	10.20	15.57	22.11	26.08	50.97	16.70

Based on this information, we may say, therefore, that even though the hypothetical library's total operating expenditure per capita is about one-half as much as that of the library with the highest value in the population group (\$50.97), it has a total operating expenditure per capita greater than or equal to that of 90% of the libraries in this population group.

Using Other Bases of Comparison

We urge readers not to restrict themselves to comparisons by population groupings. Other indicators or combination of indicators in the report or from other sources which measure municipal revenue capacity may be used to group similar libraries and to form the basis of comparison among them. From the Municipal Tables in this report, a reader may identify municipalities having similar values for one or more of the support and activity indicators and thereby establish a group of similar libraries, regardless of population served.

Section One: Summary Tables

Section One: Summary Tables

TABLE A - TOTAL OPERATING INCOME PER CAPITA (\$)

range, 10th percentile, 25th percentile, median, 75th percentile, 90th percentile, and mean for Massachusetts public libraries, by population of area served (excludes 3 municipalities with populations of more than 100,000), Fiscal Year 1990

Population of Area Served	Number of Reporting Municipalities	Range	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile	Mean
1 - 1,999	46	3.70 - 91.00	5.11	6.15	9.60	12.76	17.69	13.59
2,000 - 4,999	51	2.65 - 57.33	5.40	10.11	13.87	23.20	34.92	18.37
5,000 - 9,999	68	4.61 - 51.70	6.44	10.59	16.03	22.10	27.73	17.40
10,000 - 24,999	91	6.71 - 51.16	9.51	12.48	18.25	23.16	30.74	19.28
25,000 - 49,999	44	4.74 - 43.22	9.78	13.27	18.17	24.04	32.03	19.65
50,000 - 99,999	18	8.20 - 39.40	8.96	11.35	13.98	18.86	22.07	16.48

TABLE B - APPROPRIATED MUNICIPAL INCOME PER CAPITA (\$)

range, 10th percentile, 25th percentile, median, 75th percentile, 90th percentile, and mean for Massachusetts public libraries, by population of area served (excludes 3 municipalities with populations of more than 100,000), Fiscal Year 1990

Population of Area Served	Number of Reporting Municipalities	Range	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile	Mean
1 - 1,999	46	1.78 - 67.14	2.55	4.07	6.36	8.68	14.11	9.71
2,000 - 4,999	51	1.70 - 44.89	3.83	7.69	11.12	19.93	29.95	15.03
5,000 - 9,999	68	3.03 - 50.16	5.76	8.40	13.90	19.23	23.67	14.89
10,000 - 24,999	91	1.85 - 44.26	7.57	11.14	16.92	22.03	27.97	17.69
25,000 - 49,999	44	1.78 - 38.28	7.84	11.23	16.46	22.35	27.73	17.66
50,000 - 99,999	18	7.12 - 37.79	8.64	9.86	12.27	17.51	20.94	14.94

TABLE C - TOTAL OPERATING EXPENDITURES PER CAPITA (\$)

range, 10th percentile, 25th percentile, median, 75th percentile, 90th percentile, and mean for Massachusetts public libraries, by population of area served (excludes 3 municipalities with populations of more than 100,000), Fiscal Year 1990

Population of Area Served	Number of Reporting Municipalities	Range	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile	Mean
1 - 1,999	46	2.92 - 75.35	4.72	5.54	8.99	12.36	17.69	12.68
2,000 - 4,999	51	2.61 - 55.44	5.56	9.68	13.39	23.15	32.48	17.58
5,000 - 9,999	68	3.92 - 50.97	5.96	10.20	15.57	22.11	26.08	16.70
10,000 - 24,999	91	6.18 - 48.64	9.18	11.74	17.50	22.94	30.22	18.62
25,000 - 49,999	44	4.61 - 43.22	9.47	12.93	16.94	22.90	32.17	18.99
50,000 - 99,999	18	7.75 - 39.39	8.75	11.48	13.96	17.63	21.80	16.23

TABLE D - SALARY EXPENDITURES PER CAPITA (\$)

range, 10th percentile, 25th percentile, median, 75th percentile, 90th percentile, and mean for Massachusetts public libraries, by population of area served (excludes 3 municipalities with populations of more than 100,000), Fiscal Year 1990

Population of Area Served	Number of Reporting Municipalities	Range	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile	Mean
1 - 1,999	46	0.00 - 49.76	1.21	3.11	3.96	6.53	9.27	6.45
2,000 - 4,999	51	1.17 - 33.29	2.47	5.44	8.26	13.58	20.59	10.74
5,000 - 9,999	68	1.88 - 34.36	4.16	6.82	9.69	12.81	16.90	10.60
10,000 - 24,999	91	3.62 - 32.90	5.78	7.70	12.36	15.86	20.80	12.71
25,000 - 49,999	44	2.69 - 29.53	6.26	9.17	11.99	16.16	21.48	13.26
50,000 - 99,999	18	5.70 - 28.85	5.71	8.55	10.50	13.20	17.12	12.18

TABLE E - SALARY EXPENDITURES AS PERCENT (%) OF TOTAL OPERATING EXPENDITURES

range, 10th percentile, 25th percentile, median, 75th percentile, 90th percentile, and mean for Massachusetts public libraries, by population of area served (excludes 3 municipalities with populations of more than 100,000), Fiscal Year 1990

Population of Area Served	Number of Reporting Municipalities	Range	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile	Mean
1 - 1,999	46	0 - 74	13	43	50	60	64	48
2,000 - 4,999	51	34 - 74	45	55	61	64	71	59
5,000 - 9,999	68	41 - 92	53	60	66	68	70	64
10,000 - 24,999	91	49 - 82	60	64	68	72	74	68
25,000 - 49,999	44	59 - 81	63	67	70	72	75	70
50,000 - 99,999	18	63 - 82	65	71	75	79	80	75

TABLE F - MATERIALS EXPENDITURES PER CAPITA (\$)

range, 10th percentile, 25th percentile, median, 75th percentile, 90th percentile, and mean for Massachusetts public libraries, by population of area served (excludes 3 municipalities with populations of more than 100,000), Fiscal Year 1990

Population of Area Served	Number of Reporting Municipalities	Range	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile	Mean
1 - 1,999	46	0.58 - 21.17	1.36	1.84	2.50	3.57	6.40	3.77
2,000 - 4,999	51	0.74 - 9.37	1.66	2.44	3.47	5.63	7.06	4.10
5,000 - 9,999	68	0.26 - 8.73	1.21	2.19	3.20	4.53	5.67	3.45
10,000 - 24,999	91	1.11 - 8.59	1.62	2.28	3.17	4.01	4.97	3.35
25,000 - 49,999	44	0.69 - 6.41	1.45	1.86	2.90	3.68	4.70	2.95
50,000 - 99,999	18	1.33 - 6.35	1.39	1.58	1.70	2.59	3.22	2.28

TABLE G - MATERIALS EXPENDITURES AS PERCENT (%) OF TOTAL OPERATING EXPENDITURES

range, 10th percentile, 25th percentile, median, 75th percentile, 90th percentile, and mean for Massachusetts public libraries, by population of area served (excludes 3 municipalities with populations of more than 100,000), Fiscal Year 1990

Population of Area Served	Number of Reporting Municipalities	Range	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile	Mean
1 - 1,999	46	16 - 78	21	25	28	36	42	31
2,000 - 4,999	51	12 - 49	19	21	24	27	34	25
5,000 - 9,999	68	6 - 37	18	19	21	23	25	21
10,000 - 24,999	91	13 - 28	15	16	18	20	22	18
25,000 - 49,999	44	13 - 24	13	14	15	17	19	16
50,000 - 99,999	18	9 - 18	11	12	13	16	16	14

TABLE H - HOLDINGS PER CAPITA

range, 10th percentile, 25th percentile, median, 75th percentile, 90th percentile, and mean for Massachusetts public libraries, by population of area served (excludes 3 municipalities with populations of more than 100,000), Fiscal Year 1990

Population of Area Served	Number of Reporting Municipalities	Range	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile	Mean
1 - 1,999	45	2.16 - 38.46	3.53	5.27	6.99	10.68	16.19	9.40
2,000 - 4,999	51	2.19 - 26.48	3.45	4.64	5.71	8.61	11.08	7.36
5,000 - 9,999	68	0.46 - 12.79	2.29	3.04	3.94	5.80	7.39	4.58
10,000 - 24,999	91	1.26 - 13.45	2.27	2.78	4.01	5.04	6.55	4.22
25,000 - 49,999	44	0.85 - 11.56	1.70	2.44	3.72	4.66	5.67	3.95
50,000 - 99,999	18	1.39 - 7.90	2.26	2.80	3.46	4.33	4.85	3.79

TABLE I - CIRCULATION PER CAPITA

range, 10th percentile, 25th percentile, median, 75th percentile, 90th percentile, and mean for Massachusetts public libraries, by population of area served (excludes 3 municipalities with populations of more than 100,000), Fiscal Year 1990

Population of Area Served	Number of Reporting Municipalities	Range	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile	Mean
1 - 1,999	45	0.00 - 35.59	3.93	4.91	7.05	12.20	14.46	9.20
2,000 - 4,999	51	0.00 - 28.82	2.73	4.58	7.61	10.13	16.49	9.06
5,000 - 9,999	68	1.39 - 17.26	2.57	4.85	6.41	9.05	12.18	7.10
10,000 - 24,999	91	2.86 - 19.16	3.92	4.86	7.68	10.44	12.81	7.94
25,000 - 49,999	44	1.09 - 22.57	3.05	3.93	6.94	8.45	12.34	7.33
50,000 - 99,999	18	2.30 - 10.24	2.30	2.54	3.78	5.13	8.39	4.57

Section Two: Data for Individual Municipalities
Arranged by Population Group

POPULATION GROUP I (1 - 1,999)

MUNICIPALITY	'88 POP	POP RNK	REG	TOT OPRTG INC \$	APPRO MUNIC INC \$	TOT OPRTG EXP \$	SALARY EXP		MATERLS EXP		HLDGS P C	CIRC P C	HOURS OPEN		HRS IN WORK WEEK	FTE
				P C	P C	P C	PER CAP	TOT EXP	PER CAP	TOT EXP			WIN	SUM	WEEK	
1 ALFORD	390	343	W													
2 ASHFIELD	1,620	297	W	11.48	5.19	12.70	6.11	48	3.03	24	6.56	14.27	15	17.5	23	0.9
3 BECKET	1,700	292	W	5.07	2.72	5.15	0.00	0	1.80	35	10.34	6.22	13	15	0.0	0.0
4 BERNARDSTON	1,790	290	W													
5 BLANDFORD	1,210	317	W	12.06	10.34	11.48	6.71	58	3.02	26	7.07	7.52	21	21	20	0.7
6 BUCKLAND	1,920	287	W	9.78	7.19	9.78	2.93	30	5.53	57	6.05	6.25	12.5	12.5	15	0.4
7 CHARLEMONT	1,250	314	W	6.76	4.27	5.50	3.42	62	1.95	35	9.89	8.55	10	10.5	15	0.4
8 CHESTER	1,270	313	W	10.84	4.02	11.25	6.51	58	1.76	16	8.38	12.47	11	15	20	0.7
9 CHESTERFIELD	1,240	316	W	7.26	5.59	6.95	4.36	63	2.03	29	5.31	8.70	16	16	16	0.5
10 CHILMARK	640	335	E	91.00	67.14	75.35	49.76	66	17.79	24	38.46	35.59	21	23	35	1.8
11 CLARKSBURG	1,780	291	W	9.84	6.60	9.26	4.55	49	4.12	45	5.14	8.39	30	11	25	0.7
12 COLRAIN	1,690	293	W	9.60	7.02	8.96	4.46	50	2.37	26	5.25	6.57	18	18	15	0.6
13 CONWAY	1,480	299	W													
14 CUMMINGTON	800	328	W	5.51	3.25	5.51	0.25	4	2.98	54	11.51	4.91	10	10	20	0.6
15 EAST BROOKFIELD	1,800	289	C	11.97	10.33	12.02	7.59	63	3.40	28	6.68	11.40	30	30	30	0.9
16 EGREMONT	1,300	311	W	4.53	3.34	4.59	3.42	74	1.13	25	6.61	4.08	13	13	13	0.4
17 ERVING	1,470	301	W													

POPULATION GROUP I (1 - 1,999)

MUNICIPALITY -----	'88 POP ---	POP RNK ---	REG ---	TOT OPRTG INC \$	APPRO MUNIC INC \$	TOT OPRTG EXP \$	SALARY EXP		MATERLS EXP		HLDGS P C -----	CIRC P C -----	HOURS OPEN		HRS IN WORK WEEK ----	FTE -----
				P C -----	P C -----	P C -----	PER CAP	TOT EXP	PER CAP	TOT EXP			WIN	SUM	-----	
18 FLORIDA	720	331	W	4.27	2.30	4.27	0.63	15	3.32	78	6.99	12.93	12	2	0.0	0.3
19 GAY HEAD	230	347	E	59.83	53.85	60.18	26.90	45	21.17	35	26.66	29.22	10	10	10	0.3
20 GILL	1,360	308	W													
21 GOSHEN	800	329	W	6.02	2.21	5.56	3.31	60	2.13	38	7.56	8.04	10	10	10	0.3
22 GOSNOLD	50	351	E													
23 GRANVILLE	1,470	302	W	13.46	12.08	9.07	3.51	39	2.45	27			17	13		
24 HANCOCK	570	338	W													
25 HAWLEY	370	344	W				Does not have a public library.									
26 HEATH	550	339	W	17.66	14.31	17.66	12.88	73	4.78	27	29.99	26.62	12	11	20	0.7
27 HINSDALE	1,900	288	W	6.89	4.11	6.66	3.44	52	1.72	26	2.16	5.06	15	15	12	0.6
28 HUNTINGTON	1,980	286	W	7.49	6.77	7.37	3.13	42	2.13	29	4.99	5.30	13	13	13	0.9
29 LEVERETT	1,660	295	W	6.00	4.81	6.00	3.57	60	1.69	28	3.75	1.77	21	15	14	0.8
30 LEYDEN	710	332	W	6.76	4.53	6.75	3.99	59	1.18	17	6.50	6.16	10	10	10	0.3
31 MIDDLEFIELD	450	341	W													
32 MONROE	120	349	W													
33 MONTEREY	970	322	W	16.94	16.94	16.94	9.28	55	3.74	22	6.96	0.00	11	11	18	0.6
34 MONTGOMERY	710	333	W													

POPULATION GROUP I (1 - 1,999)

MUNICIPALITY	'88 POP	POP RNK	REG	TOT OPRTG INC \$	APPRO MUNIC INC \$	TOT OPRTG EXP \$	SALARY \$	EXP %	MATERLS \$	EXP %	HLDGS P C	CIRC P C	HOURS WIN	OPEN SUM	HRS IN WORK WEEK	FTE
				P C	P C	P C	PER CAP	TOT EXP	PER CAP	TOT EXP						
35 MOUNT WASHINGTON	100	350	W													
36 NEW ASHFORD	150	348	W				Does not have a public library.									
37 NEW BRAINTREE	750	330	C	17.73	8.00	17.73	1.60	9	9.71	55	10.70	14.65	11.5	11.5	15	0.4
38 NEW MARLBOROUGH	1,290	312	W	10.38	9.19	10.38	3.22	31	3.94	38	6.98	2.33	11	15	13	0.4
39 NEW SALEM	930	323	W	10.27	7.97	8.99	3.68	41	2.80	31	8.84	8.26	16	16	12	0.7
40 OAKHAM	1,430	303	C	9.32	7.19	9.30	4.78	51	2.49	27	12.43	9.14	16.5	14.5	15.5	0.7
41 OTIS	990	321	W													
42 PELHAM	1,480	300	W	5.14	3.24	5.14	2.79	54	1.87	36	7.27	4.12	12	12	10	0.3
43 PERU	880	325	W	3.70	2.13	2.92	0.00	0	0.58	20	6.01	4.43	10	10	0.0	0.0
44 PETERSHAM	1,020	320	C	34.08	4.45	27.44	9.26	34	6.83	25	17.45	9.48	23.5	23.5	13.5	0.8
45 PHILLIPSTON	1,150	319	C	5.31	3.45	4.81	2.17	45	1.59	33	7.37	4.91	10	10	10	0.3
46 PLAINFIELD	480	340	W	13.51	10.02	11.38	6.94	61	4.19	37	19.02	13.68	11	11	15	0.4
47 RICHMOND	1,590	298	W	7.17	6.00	5.20	3.09	59	1.87	36	4.41	3.77	11	11	11	0.5
48 ROWE	420	342	W													
49 ROYALSTON	1,180	318	C	8.03	6.36	8.14	3.56	44	2.04	25	6.84	5.66	15	15	15	0.5
50 RUSSELL	1,680	294	W	8.15	6.41	6.57	3.96	60	2.04	31	3.33	4.53	21.5	21.5	11	0.8
51 SANDISFIELD	860	326	W	6.03	4.38	6.03	4.35	72	1.48	25	3.15	4.78	14.5	14	12	0.4

POPULATION GROUP I (1 - 1,999)

	MUNICIPALITY -----	'88 POP ---	POP RNK ---	REG ---	TOT OPRTG	APPRO	TOT	SALARY EXP		MATERLS EXP		HLDGS P C -----	CIRC P C -----	HOURS OPEN		HRS IN	FTE -----
					INC \$ P C -----	MUNIC INC \$ P C -----	OPRTG EXP \$ P C -----	\$ PER CAP	% TOT EXP	\$ PER CAP	% TOT EXP			WIN	SUM	WORK WEEK -----	
52	SAVOY	820	327	W													
53	SHUTESBURY	1,370	307	W	5.16	1.78	5.28	2.69	51	1.75	33	3.57	5.01	10.5	9	10.5	0.3
54	TOLLAND	290	346	W													
55	TRURO	1,390	304	E	15.33	12.44	15.32	6.54	43	6.12	40	12.15	9.58	14	24	18.9	0.5
56	TYRINGHAM	350	345	W													
57	WALES	1,650	296	W	6.26	4.77	4.27	2.12	50	1.00	23	5.23	4.25	12	12	12	0.5
58	WARWICK	600	337	W	14.03	8.08	14.03	6.50	46	3.16	23	14.93	12.72	10	10	10	0.3
59	WASHINGTON	610	336	W	Does not have a public library.												
60	WENDELL	900	324	W	11.11	7.88	10.53	5.12	49	3.25	31	10.63	5.78	15	15	9	0.6
61	WEST STOCKBRIDGE	1,390	305	W	6.84	3.98	6.82	3.84	56	2.50	37	3.49	5.93	17	17	17	0.5
62	WEST TISBURY	1,360	309	E	45.61	43.21	44.06	30.07	68	9.80	22	10.96	16.80	20	20	20	1.8
63	WESTHAMPTON	1,330	310	W	11.33	8.17	11.28	5.21	46	2.97	26	7.73	8.35	16	16	18	0.7
64	WHATELY	1,390	306	W	17.63	13.98	15.96	7.51	47	3.35	21	10.83	12.48	17	16	20	0.9
65	WINDSOR	710	334	W													
66	WORTHINGTON	1,250	315	W	11.90	4.80	12.89	7.06	55	2.72	21	6.69	13.32	20	20	20	0.6

POPULATION GROUP II (2,000 - 4,999)

MUNICIPALITY	'88 POP	POP RNK	REG	TOT OPRTG INC \$	APPRO MUNIC INC \$	TOT OPRTG EXP \$	SALARY EXP		MATERLS EXP		HLDGS P C	CIRC P C	HOURS OPEN		HRS IN WORK WEEK	FTE
				P C	P C	P C	\$ PER CAP	% TOT EXP	\$ PER CAP	% TOT EXP			WIN	SUM	WEEK	
1 ASHBY	3,040	266	C	4.58	3.57	4.71	1.58	34	1.71	36	6.94	3.22	15	16	15	0.4
2 AVON	4,770	234	E	27.82	26.94	27.44	16.57	60	6.81	25	9.33	5.57	49	42.5	35	4.8
3 BARRE	4,580	238	C	15.48	10.97	15.48	8.27	53	3.27	21	5.29	4.62	25	25	35	2.1
4 BERKLEY	4,060	250	E	8.82	7.88	7.63	4.37	57	1.65	22	2.95	1.86	21	15	25	1.9
5 BERLIN	2,180	282	C	12.15	11.10	12.15	8.25	68	2.96	24	5.32	7.59	25	20	20	1.4
6 BOLTON	3,020	267	C	13.63	13.63	13.41	8.29	62	3.08	23	4.71	3.70	20	20	25	1.4
7 BOXBOROUGH	3,240	261	C	12.66	11.96	13.36	8.58	64	3.66	27	6.88	9.51	27	23	20	1.8
8 BOYLSTON	3,600	256	C	22.75	21.35	22.75	14.08	62	5.48	24	5.51	9.83	33	33	35	3.0
9 BRIMFIELD	2,930	269	C													
10 BROOKFIELD	2,870	271	C	10.90	9.76	10.56	5.94	56	3.27	31	5.17	9.70	21	21	21	1.2
11 CARLISLE	4,200	247	E	30.45	25.71	28.07	18.98	68	7.07	25	7.75	20.81	58	50	37	3.2
12 CHESHIRE	3,370	260	W	2.65	1.70	2.61	1.17	45	1.28	49	8.83	0.00	15	15	15	0.4
13 DEERFIELD	4,830	232	W	12.07	10.41	10.74	5.56	52	3.74	35	8.21	8.47	18	18	20	1.8
14 DOUGLAS	4,820	233	C	10.33	10.25	10.27	7.36	72	1.97	19	3.42	4.08	24	21	27	2.4
15 DOVER	4,880	231	E	21.97	16.65	21.10	11.82	56	5.11	24	8.86	8.63	49	36	35	3.5
16 DUNSTABLE	2,180	283	E	15.51	13.87	15.51	9.79	63	4.25	27	9.68	8.99	22	22	20	1.6
17 EASTHAM	4,470	241	E	25.11	24.20	24.73	14.75	60	4.97	20	4.94	15.69	39	39	35	2.7

POPULATION GROUP 11 (2,000 - 4,999)

MUNICIPALITY	'88	POP	REG	TOT	APPRO	TOT	SALARY	EXP	MATERLS	EXP	HLDGS	CIRC	HOURS	OPEN	HRS	FTE
	POP	RNK		OPRTG	MUNIC	OPRTG	\$	%	\$	%						
-----	---	---	---	INC \$	INC \$	EXP \$	PER	TOT	PER	TOT	P C	P C	WIN	SUM	WORK	----
				P C	P C	P C	CAP	EXP	CAP	EXP					WEEK	
18 EDGARTOWN	3,240	262	E	53.87	44.89	50.58	33.00	65	9.37	19	9.82	14.32	31	31	28	5.1
19 ESSEX	2,950	268	E	8.72	6.38	8.65	5.45	63	2.22	26	3.93	6.79	27	22	29	1.2
20 HADLEY	4,100	249	W													
21 HAMPDEN	4,700	236	W	10.90	9.72	10.37	7.21	70	2.51	24	3.70	7.48	30	25	27.5	2.4
22 HARDWICK	2,410	277	W	8.05	3.82	7.17	2.75	38	1.64	23	6.78	2.67	16.5	18.5	12	0.8
23 HATFIELD	3,110	264	W	7.73	6.70	7.73	3.79	49	2.62	34	6.40	4.46	15	15	20	1.1
24 HOLLAND	2,120	284	W													
25 HOPEDALE	4,470	242	C	21.52	19.89	19.94	12.90	65	4.17	21	6.37	7.79	32	24	32	3.2
26 HUBBARDSTON	2,370	279	C	9.44	8.33	9.12	4.51	50	2.59	28	4.57	4.70	22	14	22	1.1
27 LANESBOROUGH	3,240	263	W	3.68	2.52	3.30	2.44	74	0.74	23	2.92	3.79	16	16	15	0.7
28 MARION	4,240	246	E	21.45	15.28	21.70	12.65	58	3.70	17	7.06	10.75	38.5	38.5	28.5	2.5
29 MENDON	3,830	253	C													
30 MILLVILLE	2,380	278	C	5.14	5.14	5.42	2.44	45	1.08	20	2.19	2.67	16	14	16	0.5
31 NAHANT	3,950	252	E	28.35	27.57	26.01	15.61	60	6.09	23	18.80	5.98	35	43	40	3.8
32 NORTH BROOKFIELD	4,380	243	C	10.43	8.90	9.86	5.42	55	1.90	19	4.66	6.77	30	30	24	1.8
33 NORTHFIELD	2,470	275	W	24.56	20.03	24.36	13.07	54	7.91	32	12.65	11.69	31	31	40	2.5
34 OAK BLUFFS	2,450	276	E	18.79	17.88	18.75	13.41	72	3.86	21	5.61	5.72	21	28	20	2.0

POPULATION GROUP 11 (2,000 - 4,999)

MUNICIPALITY	'88	POP	REG	TOT	APPRO	TOT	SALARY	EXP	MATERLS	EXP	HLDGS	CIRC	HOURS	OPEN	HRS	FTE
	POP	RNK		OPRTG	MUNIC	OPRTG	\$	%	\$	%						
-----	---	---	---	INC \$	INC \$	EXP \$	PER	TOT	PER	TOT	P C	P C	WIN	SUM	WORK	----
				P C	P C	P C	CAP	EXP	CAP	EXP					WEEK	-----
35 PAXTON	3,820	254	C	15.38	12.38	13.04	8.07	62	2.94	23	5.14	9.03	34	20	18	1.2
36 PLYMPTON	2,340	280	E	14.11	13.16	13.55	9.04	67	3.44	25	5.51	6.40	28	28	30	1.6
37 PRINCETON	3,070	265	C	14.68	10.74	13.42	7.32	55	4.63	34	5.02	11.85	26	20	24	1.9
38 PROVINCETOWN	3,430	259	E	36.76	35.07	32.91	20.77	63	7.01	21	5.05	7.40	45	45	40	4.7
39 ROCHESTER	4,270	245	E	4.84	3.94	4.37	1.52	35	1.78	41	2.97	2.43	15	15	15	0.4
40 ROWLEY	4,480	240	E	11.56	10.69	11.16	6.90	62	2.57	23	5.80	4.37	23	23	27.5	2.3
41 RUTLAND	4,770	235	C	13.17	11.13	13.17	8.26	63	3.34	25	3.73	7.84	36.5	33	30	3.0
42 SHEFFIELD	2,710	272	W	17.27	16.23	17.08	10.80	63	3.57	21	11.09	7.63	27	27	44	1.9
43 SHELburne	2,000	285	W	15.40	6.53	19.48	7.04	36	7.75	40	25.04	16.32	20	20	20	1.6
44 SHERBORN	4,150	248	E	35.24	33.81	34.53	22.28	65	6.93	20	11.12	9.92	54	39	40	5.5
45 SOUTHAMPTON	4,610	237	W	12.42	10.46	10.34	6.48	63	2.72	26	4.53	6.83	18	18	22	1.9
46 STOCKBRIDGE	2,280	281	W	57.33	12.41	55.44	32.49	59	6.45	12	26.48	26.53	51	51	38	4.6
47 SUNDERLAND	2,900	270	W	14.18	12.87	14.47	8.26	57	4.62	32	4.30	7.74	36	36	40	1.4
48 TISBURY	3,690	255	E	52.95	39.35	45.35	33.29	73	7.79	17	7.53	16.51	34	36	40	6.6
49 UPTON	4,530	239	C	8.41	7.11	6.86	4.89	71	1.78	26	7.16	4.23	38.5	38.5	40	2.3
50 WARREN	4,310	244	C	13.44	10.99	13.26	7.38	56	3.49	26	4.40	6.38	28	30.5	35	1.9
51 WELLFLEET	2,550	274	E	42.35	40.18	42.35	30.51	72	9.19	22	10.94	26.07	35	35	35	4.0

POPULATION GROUP 11 (2,000 - 4,999)

MUNICIPALITY	'88 POP	POP RNK	REG	TOT OPRTG INC \$	APPRO MUNIC INC \$	TOT OPRTG EXP \$	SALARY EXP		MATERLS EXP		HLDGS P C	CIRC P C	HOURS OPEN		HRS IN WORK WEEK	FTE
				P C	P C	P C	\$ PER CAP	% TOT EXP	\$ PER CAP	% TOT EXP			WIN	SUM		
52 WENHAM	4,020	251	E	32.01	30.21	28.65	17.38	61	6.35	22	8.85	17.60	40	36	32.5	4.1
53 WEST BROOKFIELD	3,570	257	C	9.00	5.69	7.58	4.72	62	1.91	25	5.39	10.80	24	24	20	1.3
54 WEST NEWBURY	3,510	258	E	25.45	23.17	24.84	14.80	60	6.90	28	8.53	28.82	50	40	40	3.2
55 WILLIAMSBURG	2,600	273	W	11.21	3.27	11.32	5.44	48	3.14	28	7.50	9.45	39	39	24	1.7

POPULATION GROUP III (5,000 - 9,999)

MUNICIPALITY	'88 POP	POP RNK	REG	TOT OPRTG INC \$ P C	APPRO MUNIC INC \$ P C	TOT OPRTG EXP \$ P C	SALARY \$ PER CAP	EXP % TOT EXP	MATERLS \$ PER CAP	EXP % TOT EXP	HLDGS P C	CIRC P C	HOURS WIN	OPEN SUM	HRS IN WORK WEEK	FTE
1 ACUSHNET	8,970	171	E	5.43	4.07	5.38	2.68	50	1.02	19	2.30	1.39	25	22	20	1.5
2 ADAMS	9,810	160	W	15.76	12.26	15.43	11.51	75	2.92	19	4.11	7.18	55	55	35	5.7
3 ASHBURNHAM	5,260	227	C	17.08	13.91	17.08	9.87	58	3.57	21	6.18	6.22	40	40	40	2.6
4 AYER	6,530	205	C	15.51	13.90	15.36	8.69	57	3.76	24	3.56	5.85	45	45	40	3.7
5 BLACKSTONE	7,900	187	C	7.24	6.18	6.07	4.33	71	1.35	22	2.56	1.74	35	31	32.5	2.0
6 BOXFORD	6,510	206	E	20.63	19.74	19.70	13.64	69	3.66	19	6.43	7.48	53	48	40	6.5
7 BREWSTER	7,880	189	E	24.93	22.66	24.63	16.93	69	4.79	19	3.96	11.41	34	29	35	6.0
8 CHARLTON	8,820	173	C	6.41	4.94	6.40	4.29	67	1.69	26	1.64	6.14	39	36	20	2.4
9 CHATHAM	6,430	209	E	22.10	9.94	22.21	10.23	46	8.26	37	5.80	14.34	34	34	35	4.2
10 COHASSET	7,300	195	E	32.85	28.94	32.85	23.25	71	6.71	20			53	50	35	7.9
11 DALTON	6,610	203	W	15.83	14.72	14.17	9.69	68	3.35	24	5.17	9.74	41.5	41.5	40	4.2
12 DIGHTON	5,460	225	E								3.33	2.28			17.5	1.1
13 DUDLEY	9,260	167	C	10.13	9.08	9.50	6.06	64	2.09	22	2.68	6.53	51	48	40	3.5
14 FREETOWN	8,190	181	E	4.61	3.03	3.92	2.09	53	1.18	30	2.56	2.77	28	28	10	1.3
15 GEORGETOWN	6,200	213	E	16.80	15.79	16.07	8.97	56	4.27	27	7.07	7.86	33.5	29.5	22	4.1
16 GRANBY	5,710	220	W	8.55	7.29	8.94	6.16	69	1.72	19	3.60	4.19	25.5	25.5	37	2.1
17 GREAT BARRINGTON	7,290	196	W	25.35	22.87	23.92	12.63	53	4.99	21	10.79	9.55	49	48.5	40	6.2

POPULATION GROUP III (5,000 - 9,999)

MUNICIPALITY -----	'88 POP ---	POP RNK ---	REG ---	TOT OPRTG INC \$ P C -----	APPRO MUNIC INC \$ P C -----	TOT OPRTG EXP \$ P C -----	SALARY \$ PER CAP	EXP % TOT EXP	MATERLS \$ PER CAP	EXP % TOT EXP	HLDGS P C -----	CIRC P C -----	HOURS WIN	OPEN SUM	HRS IN WORK WEEK -----	FTE -----
18 GROTON	7,460	193	C	18.54	17.91	18.54	12.81	69	3.60	19	6.22	9.30	37	29	30	5.3
19 GROVELAND	5,160	228	E	10.59	7.90	10.20	6.82	67	2.57	25	4.62	6.96	28.5	25.5	28	2.5
20 HALIFAX	6,500	207	E	13.80	12.73	12.73	8.34	66	2.70	21	3.54	5.39	46	46	40	3.7
21 HAMILTON	7,190	197	E	23.05	22.11	22.11	13.88	63	5.40	24	6.23	10.53	46	37	40	5.6
22 HANSON	9,320	166	E	6.45	5.97	3.97	3.66	92	0.26	6	3.04	2.58	30.5	30.5	35	1.5
23 HOPKINTON	9,150	168	C													
24 HULL	9,700	162	E	12.76	12.55	12.76	8.96	70	2.36	19	2.91	3.41	48	44	35	4.0
25 KINGSTON	8,590	177	E	17.89	16.77	16.77	11.65	69	3.48	21	3.94	6.07	38	33	38	5.6
26 LAKEVILLE	7,980	185	E	4.95	4.16	5.40	3.54	66	1.22	23	2.23	4.07	25	25	20	2.3
27 LANCASTER	6,260	212	C	23.85	17.60	22.78	13.59	60	4.53	20	6.63	8.05	39	40	40	4.2
28 LEE	6,020	216	W	20.35	17.74	20.09	10.80	54	3.81	19	8.63	6.41	41	41	35	4.2
29 LENOX	5,580	221	W	40.09	9.74	35.09	20.41	58	6.57	19	12.79	12.59	38	42	35	7.5
30 LINCOLN	7,730	190	E	51.70	50.16	50.97	34.36	67	8.73	17	9.51	13.45	59.5	52.5	37.5	11.9
31 LITTLETON	7,190	198	C	22.70	20.69	22.60	15.90	70	4.55	20	7.35	12.44	49	44	35	6.9
32 LUNENBURG	8,820	174	C	12.46	11.81	12.04	8.12	67	2.65	22	3.59	5.42	38	34	37.5	4.9
33 MANCHESTER-BY-THE-	5,290	226	E	27.34	25.44	25.41	16.75	66	4.89	19	9.65	8.97	45	39	37.5	3.7
34 MASHPEE	7,900	188	E	11.58	10.92	11.37	7.06	62	2.19	19	2.02	5.72	34	34	30	2.9

POPULATION GROUP III (5,000 - 9,999)

				TOT	APPRO	TOT	SALARY	EXP	MATERLS	EXP						HRS	
				OPRTG	MUNIC	OPRTG	\$	%	\$	%						IN	
MUNICIPALITY	'88	POP	REG	INC \$	INC \$	EXP \$	PER	TOT	PER	TOT	HLDGS	CIRC	HOURS	OPEN	WORK	WEEK	FTE
-----	POP	RNK	---	P C	P C	P C	CAP	EXP	CAP	EXP	P C	P C	WIN	SUM	WEEK	----	----
35 MATTAPOISETT	5,980	218	E	12.07	10.48	12.85	7.07	55	2.47	19	3.28	5.72	25	25	35	3.3	
36 MEDWAY	9,750	161	E	18.03	17.76	18.03	11.83	66	3.61	20	3.96	8.41	58	51	35	7.1	
37 MERRIMAC	5,080	230	E	15.68	14.62	15.19	10.98	72	3.23	21	4.56	7.39	44	41	40	4.3	
38 MIDDLETON	5,160	229	E	25.55	24.69	26.08	16.02	61	5.83	22	3.65	11.53	50	30	34	5.8	
39 MILLIS	7,450	194	E	12.67	11.44	11.47	7.75	68	2.66	23	5.25	6.16	42	37	35	3.9	
40 MONSON	8,000	184	W	12.56	10.05	12.56	7.36	59	2.11	17	3.68	1.72	25	21	35	2.8	
41 MONTAGUE	8,020	183	W	18.28	17.33	17.54	11.66	66	3.61	21	4.32	6.68	38	34	35	4.9	
42 NANTUCKET	6,630	202	E	36.04	19.23	26.09	14.57	56	2.11	8	8.39	5.99	19.5	37.5	36	4.6	
43 NEWBURY	5,530	224	E	16.26	16.18	16.26	11.06	68	3.17	20	2.38	5.79	33	30	36	3.3	
44 NORFOLK	8,600	176	E	20.73	19.17	19.11	11.97	63	4.49	23	3.39	14.20	48	44	35	7.2	
45 NORWELL	9,140	169	E	29.29	28.23	29.63	19.54	66	6.08	21	4.33	9.05	51	44	37.5	8.8	
46 ORANGE	7,640	192	W	13.53	10.58	12.91	7.65	59	3.03	23	4.69	4.25	21.5	39.5	35	3.3	
47 ORLEANS	6,190	214	E	36.05	33.57	36.05	24.00	67	6.37	18	5.09	17.26	43	36	40	7.1	
48 PLAINVILLE	6,340	210	E	14.31	13.40	13.89	8.36	60	3.16	23	1.74	3.41	39	35	40	3.4	
49 RAYNHAM	9,640	163	E	5.23	4.84	5.50	3.51	64	1.05	19	3.09	3.54	38	24	26.5	2.9	
50 REHOBOTH	8,820	175	E	4.70	3.31	4.57	1.88	41	0.95	21	1.39	2.12	25	16	15	1.5	
51 ROCKPORT	6,790	201	E	23.36	21.84	23.36	16.82	72	4.93	21	7.04	12.11	40	40	35	6.2	

POPULATION GROUP III (5,000 - 9,999)

MUNICIPALITY	'88 POP	POP RNK	REG	TOT OPRTG INC \$ P C	APPRO MUNIC INC \$ P C	TOT OPRTG EXP \$ P C	SALARY \$ PER CAP	EXP % TOT EXP	MATERLS \$ PER CAP	EXP % TOT EXP	HLDGS P C	CIRC P C	HOURS WIN	OPEN SUM	HRS IN WORK WEEK	FTE
52 SALISBURY	8,030	182	E	7.70	6.83	7.67	5.08	66	1.15	15	0.46	5.15	43	43	35	2.9
53 SHIRLEY	5,990	217	C	8.61	6.96	7.33	4.70	64	1.62	22	3.24	2.54	27	27	26	1.9
54 SOUTHBOROUGH	6,440	208	C	23.94	23.42	23.94	16.71	70	4.55	19	6.91	11.36	48	41	40	5.2
55 SOUTHWICK	8,280	180	W	9.24	7.74	8.53	5.09	60	2.37	28	2.49	4.87	37	33	35	3.3
56 STERLING	6,890	200	C	16.03	15.60	16.03	10.61	66	2.98	19	3.49	7.56	40	40	40	3.9
57 STOW	5,540	223	E	17.46	14.17	17.46	8.68	50	5.63	32	5.98	11.09	41	34	35	2.3
58 STURBRIDGE	7,720	191	C	20.97	19.23	18.69	11.79	63	3.84	21	2.63	7.79	48	48	40	5.3
59 SUTTON	7,020	199	C	8.33	7.34	8.37	5.30	63	2.32	28	3.49	5.79	33	31	40	4.1
60 TEMPLETON	6,270	211	C													
61 TOPSFIELD	5,550	222	E	39.62	30.53	36.85	18.54	50	5.08	14	7.56	13.67	49	44	40	6.5
62 TOWNSEND	9,120	170	C	7.54	7.54	7.13	4.85	68	1.47	21	2.61	6.73	32	25	32	2.9
63 TYNGSBOROUGH	8,320	178	E	11.62	10.56	11.62	7.82	67	2.65	23	2.73	5.80	51	40	35	3.9
64 UXBRIDGE	9,440	165	C	16.04	12.28	15.57	9.48	61	3.96	25	4.57	7.03	30	30	35	5.9
65 WARE	9,630	164	W	14.82	8.40	13.21	8.74	66	2.55	19	4.69	6.05	28	28	30.5	3.4
66 WEST BOYLSTON	6,090	215	C	23.79	21.53	24.36	16.89	69	4.53	19	5.22	7.11	35.5	29	35	5.7
67 WEST BRIDGEWATER	6,560	204	E	21.67	21.67	20.90	12.53	60	5.14	25	4.99	3.20	37	37	35	4.5
68 WESTMINSTER	5,870	219	C	16.42	15.26	15.93	10.22	64	3.46	22	4.84	7.09	41	35	35	3.7

POPULATION GROUP III (5,000 - 9,999)

MUNICIPALITY	'88	POP	REG	TOT	APPRO	TOT	SALARY EXP		MATERLS EXP		HLDGS	CIRC	HOURS OPEN		HRS IN WORK WEEK	FTE
	POP	RNK		OPRTG INC \$ P C	MUNIC INC \$ P C	OPRTG EXP \$ P C	PER CAP	TOT EXP	PER CAP	TOT EXP						
69 WILLIAMSTOWN	7,930	186	W	16.72	16.47	16.59	11.09	67	3.20	19	3.89	9.26	51.5	48.5	37.5	5.0
70 WINCHENDON	8,320	179	C	9.14	6.82	8.96	5.84	65	1.79	20	3.55	4.61	35	35	37	3.1
71 WRENTHAM	8,940	172	E	11.74	10.17	10.73	7.02	65	2.31	22	3.16	4.85	48.5	44.5	35	3.9

POPULATION GROUP IV (10,000 - 24,999)

MUNICIPALITY -----	'88 POP ---	POP RNK ---	REG ---	TOT OPRTG INC \$	APPRO MUNIC INC \$	TOT OPRTG EXP \$	SALARY EXP		MATERLS EXP		HLDGS P C -----	CIRC P C -----	HOURS WIN	OPEN SUM	HRS IN WORK WEEK -----	FTE -----
				P C -----	P C -----	P C -----	\$ PER CAP	% TOT EXP	\$ PER CAP	% TOT EXP						
1 ABINGTON	13,810	124	E	13.39	11.40	12.65	8.69	69	2.65	21	3.08	5.36	53	42.5	35	6.6
2 ACTON	17,410	95	E	24.96	22.20	22.55	18.40	82	3.61	16	4.14	12.64	67	56	40	13.0
3 AMESBURY	14,680	116	E	18.15	17.03	17.96	13.07	73	3.02	17	6.76	8.39	58	58	35	10.4
4 ASHLAND	11,460	147	E													
5 ATHOL	11,270	151	C	18.88	18.88	16.27	11.04	68	3.60	22	3.72	8.79	62	53	40	7.5
6 AUBURN	14,690	115	C	22.08	21.97	21.90	13.78	63	4.24	19	4.05	12.83	61.5	51.5	35	11.8
7 BEDFORD	12,660	135	E	34.27	33.76	33.68	22.49	67	7.09	21	5.48	13.72	67	64	40	14.1
8 BELCHERTOWN	10,510	155	W	6.71	5.38	6.18	3.62	59	1.11	18	2.51	2.92	32.5	28.5	40	2.9
9 BELLINGHAM	14,840	114	E	9.98	8.90	9.91	6.73	68	1.57	16	2.31	4.78	52	46	35	6.2
10 BELMONT	24,780	66	E	36.99	35.43	35.04	24.32	69	5.82	17	6.59	11.74	69	65	35	27.0
11 BOURNE	16,280	103	E	17.34	16.55	17.41	12.52	72	2.88	17	2.29	6.00	50	50	37.5	9.5
12 BRIDGEWATER	19,250	84	E	20.77	20.14	20.77	15.57	75	3.23	16	4.25	8.83	64	56	35	14.6
13 BURLINGTON	22,680	74	E	21.01	20.01	20.07	13.98	70	4.08	20	2.59	6.55	63	52	35	13.8
14 CANTON	18,520	89	E	26.57	25.67	26.41	19.78	75	3.96	15	4.84	9.27	56	51.5	35	14.9
15 CARVER	11,390	148	E	8.15	7.03	7.49	4.31	57	1.54	21	2.44	3.85	40	40	35	3.0
16 CLINTON	12,540	137	C	10.37	10.37	10.39	7.07	68	1.68	16	9.83	4.14	33	33	35	5.2
17 CONCORD	16,780	96	E	51.16	44.26	48.64	32.90	68	7.12	15	13.45	15.13	68	57	37.5	28.0

POPULATION GROUP IV (10,000 - 24,999)

MUNICIPALITY	'88 POP	POP RNK	REG	TOT OPRTG INC \$	APPRO MUNIC INC \$	TOT OPRTG EXP \$	SALARY EXP		MATERLS EXP		HLDGS P C	CIRC P C	HOURS WIN	OPEN SUM	HRS IN WORK WEEK	FTE
				P C	P C	P C	\$ PER CAP	% TOT EXP	\$ PER CAP	% TOT EXP						
18 DANVERS	24,290	68	E	21.25	18.29	20.92	15.31	73	3.78	18	5.18	9.12	64	60	37.5	20.8
19 DEDHAM	23,730	69	E	22.27	20.03	22.37	15.87	71	4.32	19	7.91	6.09	64	64	37.5	20.0
20 DENNIS	13,910	121	E													
21 DUXBURY	14,080	119	E	26.11	23.61	25.02	16.80	67	4.92	20	5.14	7.85	62	58	35	10.7
22 EAST BRIDGEWATER	10,640	153	E	20.05	18.30	18.82	12.75	68	3.40	18	4.21	5.47	57	52	35	7.9
23 EAST LONGMEADOW	13,300	127	W	25.36	24.91	24.73	16.82	68	4.36	18	4.29	13.01	65	57	37	11.9
24 EASTHAMPTON	16,160	104	W	9.49	6.79	8.82	6.51	74	1.34	15	2.47	4.26	50.5	50.5	35	5.1
25 EASTON	18,870	87	E	8.76	1.85	9.14	5.23	57	1.45	16	2.67	3.40	54	28	35	8.5
26 FAIRHAVEN	15,410	110	E	20.40	16.53	20.16	12.49	62	3.17	16	5.73	5.05	58	55	37	8.2
27 FOXBOROUGH	14,870	113	E	22.37	22.37	20.82	14.89	72	3.97	19	4.20	8.26	55	45	35	10.4
28 FRANKLIN	21,400	77	E	18.34	17.48	16.83	11.69	69	2.63	16	2.27	7.27	58	51	35	7.6
29 GARDNER	18,950	86	C	17.26	14.86	16.69	11.32	68	2.63	16	3.47	9.02	60	52	37.5	9.3
30 GRAFTON	12,260	138	C	14.08	12.82	11.95	7.68	64	2.62	22	4.48	4.20	45	45	35	6.1
31 GREENFIELD	17,950	91	W	17.56	15.72	17.11	13.77	80	2.18	13	4.14	6.74	51	41	37.5	11.9
32 HANOVER	11,790	144	E	15.24	13.38	15.21	9.92	65	3.16	21	4.74	6.99	48	44	35	6.1
33 HARVARD	13,120	130	C	14.18	11.37	14.31	8.26	58	3.04	21	2.96	4.63	49	47	35	5.1
34 HARWICH	10,210	158	E	17.62	14.22	16.72	9.59	57	2.72	16	6.61	10.53	46	47	35	6.1

POPULATION GROUP IV (10,000 - 24,999)

MUNICIPALITY -----	'88 POP	POP RNK	REG	TOT OPRTG INC \$ P C	APPRO MUNIC INC \$ P C	TOT OPRTG EXP \$ P C	SALARY \$ PER CAP	EXP % TOT EXP	MATERLS \$ PER CAP	EXP % TOT EXP	HLDGS P C	CIRC P C	HOURS WIN	OPEN SUM	HRS IN WORK WEEK	FTE
	---	---	---	----	-----	-----	-----	---	-----	-----	-----	-----	-----	-----	-----	-----
35 HINGHAM	19,740	82	E	34.54	27.99	33.17	24.12	73	5.02	15	9.81	19.16	55	48	35	23.3
36 HOLBROOK	11,290	150	E	17.22	15.99	15.40	9.63	63	3.07	20	4.54	5.33	40	40	37.5	5.8
37 HOLDEN	13,910	122	C	23.44	22.26	23.44	14.56	62	4.23	18	2.92	8.66	55	47	35	8.9
38 HOLLISTON	13,270	128	E	12.86	11.86	12.41	8.62	69	2.07	17	3.31	6.82	52	45	37.5	6.1
39 HUDSON	17,840	92	C	16.40	15.36	16.14	11.65	72	3.04	19	2.60	8.84	61	53	37.5	10.0
40 IPSWICH	11,780	145	E	21.34	21.34	21.23	15.01	71	3.87	18	5.44	8.21	54.5	46	37.5	9.2
41 LEICESTER	10,050	159	C	7.13	5.95	6.49	4.64	71	1.24	19	1.91	3.27	35	28	32	3.2
42 LONGMEADOW	16,330	102	W	20.47	18.59	19.40	13.56	70	3.25	17	3.49	10.87	55	48	36.5	11.2
43 LUDLOW	19,140	85	W	9.11	7.89	6.60	4.35	66	1.64	25	2.01	3.16	54.5	49.5	36	4.5
44 LYNNFIELD	11,310	149	E	23.07	23.07	23.04	17.40	76	3.43	15	6.13	13.16	64	56	35	10.1
45 MANSFIELD	15,600	107	E	15.61	14.73	13.70	8.30	61	2.88	21	3.02	6.95	52	45	36	8.3
46 MARBLEHEAD	19,390	83	E	28.34	27.62	27.36	19.89	73	4.45	16	5.08	9.01	56	56	40	22.7
47 MARSHFIELD	22,230	76	E	14.50	13.30	14.50	10.85	75	2.38	16	3.18	9.42	63	59	37.5	11.3
48 MAYNARD	10,230	157	E	11.31	10.43	10.77	7.48	69	2.47	23	3.66	4.21	35	35	35	4.4
49 MEDFIELD	10,690	152	E	14.02	14.02	13.63	9.28	68	2.92	21	3.71	8.41	54	50	37.5	6.5
50 MIDDLEBOROUGH	17,640	94	E	17.08	14.92	15.82	10.53	67	4.36	28	6.57	4.48	53	53	36.5	8.2
51 MILFORD	24,620	67	C	24.99	24.00	24.02	17.35	72	3.49	15	2.76	7.73	65	57	35	20.3

POPULATION GROUP IV (10,000 - 24,999)

		'88	POP		TOT	APPRO	TOT	SALARY	EXP	MATERLS	EXP					HRS	
MUNICIPALITY		POP	RNK	REG	OPRTG	MUNIC	OPRTG	\$	%	\$	%	HLDGS	CIRC	HOURS	OPEN	IN	
-----		---	---	---	INC \$	INC \$	EXP \$	PER	TOT	PER	TOT	P C	P C	WIN	SUM	WORK	FTE
					P C	P C	P C	CAP	EXP	CAP	EXP					WEEK	
52	MILLBURY	11,940	143	C	15.19	15.19	14.77	10.75	73	2.51	17	2.03	5.37	41	41	35	7.1
53	NEWBURYPORT	16,700	97	E	21.89	19.94	21.30	15.28	72	3.79	18	4.37	6.86	60	56	35	13.2
54	NORTH ADAMS	16,690	98	W	10.24	9.73	10.24	7.63	74	1.74	17	2.28	3.90	53	49	37.5	8.1
55	NORTH ANDOVER	22,940	72	E	16.11	14.18	16.01	10.48	65	3.45	22	3.06	5.65	67	56	38	12.7
56	NORTH ATTLEBOROUGH	23,460	70	E	10.48	9.42	9.70	6.87	71	1.75	18	1.26	2.86	50	39	37	10.8
57	NORTH READING	12,190	140	E	14.72	13.72	14.34	10.47	73	2.56	18	3.38	4.65	41	34	35	5.4
58	NORTHBOROUGH	11,610	146	C	36.70	34.92	33.14	21.10	64	6.58	20	5.45	13.97	59	59	40	12.8
59	NORTHBRIDGE	12,840	133	C	11.35	7.65	10.14	5.75	57	2.08	20	3.97	6.59	32	32	24	1.5
60	NORTON	13,860	123	E	10.78	8.95	10.78	6.71	62	2.64	25	2.14	4.06	44	40	40	6.5
61	OXFORD	12,850	132	C	11.14	9.92	11.11	7.71	69	1.93	17	2.28	4.89	46	42	37.5	5.5
62	PALMER	12,120	141	W	23.44	21.67	23.44	15.86	68	4.49	19	5.31	14.54	57	47	35	10.4
63	PEMBROKE	15,110	112	E	10.58	9.38	10.08	6.54	65	2.14	21	3.08	4.32	51	51	37.5	4.9
64	PEPPERELL	10,430	156	C	18.49	17.33	18.30	12.46	68	3.51	19	3.78	8.20	40	37	37	6.4
65	READING	22,590	75	E	22.89	21.37	23.18	16.34	70	3.98	17	4.77	13.24	65	56.5	37.5	16.9
66	ROCKLAND	15,560	108	E	15.02	13.65	14.74	10.81	73	2.31	16	2.69	4.66	54	47	35	9.9
67	SANDWICH	14,090	118	E	23.87	21.27	23.87	14.77	62	3.94	17	3.24	10.50	42	42	35	8.3
68	SCITUATE	16,630	99	E	19.90	18.66	19.63	13.34	68	3.81	19	4.38	8.61	60	56	35	9.8

POPULATION GROUP IV (10,000 - 24,999)

MUNICIPALITY	'88	POP	REG	TOT	APPRO	TOT	SALARY EXP		MATERLS EXP		HLDGS	CIRC	HOURS OPEN		HRS	FTE
	POP	RNK		OPRTG	MUNIC	OPRTG	\$	%	\$	%					IN	
-----	---	---	---	INC \$	INC \$	EXP \$	PER	TOT	PER	TOT	P C	P C	WIN	SUM	WEEK	----
69 SEEKONK	13,040	131	E	18.51	17.58	18.51	13.38	72	3.36	18	3.91	11.31	49	44	32.5	7.7
70 SHARON	15,370	111	E	23.65	22.80	22.90	14.93	65	4.97	22	4.80	9.92	50.5	50.5	37.5	12.3
71 SHREWSBURY	23,010	71	C	27.18	25.77	27.21	16.31	60	4.49	16	4.57	9.05	58	55	37.5	18.2
72 SOMERSET	17,690	93	E													
73 SOUTH HADLEY	16,490	100	W	20.90	20.40	20.90	13.21	63	4.80	23	2.79	10.55	54	48	35	10.1
74 SOUTHBRIDGE	16,400	101	C	15.39	14.01	15.39	10.77	70	2.00	13	4.33	7.62	58	58	37.5	7.6
75 SPENCER	12,010	142	C	10.33	7.01	10.38	6.52	63	2.63	25	2.85	6.32	52	50	35	4.7
76 STONEHAM	22,760	73	E	18.38	17.15	17.70	12.30	69	2.87	16	3.71	6.97	62	51	35	16.0
77 SUDBURY	14,480	117	E	24.74	24.25	24.74	18.11	73	3.99	16	4.48	12.63	53.5	43.5	35	10.8
78 SWAMPSCOTT	13,260	129	E	19.76	18.39	19.72	13.43	68	3.88	20	5.76	8.16	40	40	35	9.1
79 SWANSEA	15,650	106	E	7.62	7.09	7.95	4.47	56	2.05	26	3.35	4.91	51	51	37.5	7.1
80 WALPOLE	20,440	79	E	17.95	16.80	17.59	12.41	71	3.14	18	4.69	8.73	60	52	35	13.2
81 WAREHAM	21,120	78	E	9.90	8.66	9.90	6.64	67	1.89	19	1.75	4.26	53.5	49.5	35	6.9
82 WAYLAND	12,220	139	E	29.00	27.75	30.36	21.40	70	4.81	16	6.03	11.75	67	57	35	11.7
83 WEBSTER	15,560	109	C	9.49	8.35	9.14	6.77	74	1.62	18	4.42	4.97	50	50	35	6.4
84 WESTBOROUGH	13,370	125	C	30.93	30.09	28.98	19.89	69	5.67	20	5.03	11.04	63	59	40	14.6
85 WESTFORD	16,150	105	E	34.14	31.59	31.54	20.90	66	5.05	16	4.50	10.42	59	44	37.5	18.1

POPULATION GROUP IV (10,000 - 24,999)

MUNICIPALITY	'88 POP	POP RNK	REG	TOT OPRTG INC \$ P C	APPRO MUNIC INC \$ P C	TOT OPRTG EXP \$ P C	SALARY \$ PER CAP	EXP % TOT EXP	MATERLS \$ PER CAP	EXP % TOT EXP	HLDS P C	CIRC P C	HOURS WIN	OPEN SUM	HRS IN WORK WEEK	FTE
86 WESTON	10,600	154	E	45.77	40.68	42.44	25.82	61	8.59	20	6.34	11.98	61	53	37.5	13.6
87 WESTPORT	13,980	120	E	9.72	8.83	9.54	6.03	63	1.54	16	2.09	4.65	45	48	35	4.7
88 WESTWOOD	12,600	136	E	38.16	37.10	36.32	26.67	73	5.81	16	6.92	12.57	62	55	35	14.5
89 WHITMAN	13,320	126	E	8.52	7.04	8.23	5.28	64	1.55	19	1.91	3.55	40	41.5	35	4.3
90 WILBRAHAM	12,770	134	W	20.49	18.52	20.49	12.23	60	3.96	19	5.12	13.69	59	52	35	9.2
91 WILMINGTON	18,070	90	E	22.03	21.22	21.43	16.07	75	3.32	15	4.37	7.00	56	46	35	10.4
92 WINCHESTER	20,020	81	E	32.39	30.64	32.37	22.59	70	4.93	15	7.82	10.91	50.5	40	35	19.1
93 WINTHROP	18,770	88	E	14.81	12.73	12.42	8.72	70	1.93	16	2.75	3.08	50	43	35	11.1
94 YARMOUTH	20,020	80	E	9.79	7.56	9.68	4.74	49	2.37	24	3.62	8.70	50.5	50.5	35	7.4

POPULATION GROUP V (25,000 - 49,999)

MUNICIPALITY	'88 POP	POP RNK	REG	TOT OPRTG INC \$	APPRO MUNIC INC \$	TOT OPRTG EXP \$	SALARY \$	EXP %	MATERLS \$	EXP %	HLDGS P C	CIRC P C	HOURS WIN	OPEN SUM	HRS IN WORK WEEK	FTE
				P C	P C	P C	PER CAP	TOT EXP	PER CAP	TOT EXP					---	
1 AGAWAM	27,670	53	W	14.80	13.38	14.48	10.00	69	3.38	23	3.77	8.12	63	56	35	13.2
2 AMHERST	31,740	43	W	26.01	24.49	26.01	18.35	71	3.71	14	4.43	10.54	63	59	37.5	33.2
3 ANDOVER	27,660	54	E	34.73	34.03	34.72	23.66	68	5.21	15	8.22	15.60	71	60	37.5	32.4
4 ARLINGTON	43,810	26	E	22.32	21.25	20.79	14.81	71	3.44	17	4.13	8.69	64	56	35	37.3
5 ATTLEBORO	35,440	39	E	15.07	12.52	14.64	9.64	66	2.59	18	3.38	4.50	63	50.5	35	18.1
6 BARNSTABLE	37,880	34	E	33.68	23.23	33.66	21.30	63	4.98	15	5.99	11.24	61.5	65	35	36.5
7 BEVERLY	36,650	37	E	21.21	19.86	19.87	14.45	73	3.36	17	3.82	7.38	69	60	35	20.8
8 BILLERICA	38,750	31	E	10.75	10.01	10.74	6.91	64	1.77	16	1.90	5.02	64	56	37.5	11.8
9 BRAINTREE	34,370	40	E	22.40	21.87	20.11	13.94	69	3.27	16	2.62	5.22	64	55	38	25.7
10 CHELMSFORD	32,430	41	E	23.51	22.35	22.14	15.96	72	3.83	17	3.11	9.93	69	65	37.5	21.2
11 CHELSEA	26,040	60	E	11.25	10.36	11.01	7.91	72	1.41	13	5.08	3.02	63	42	35	11.1
12 DARTMOUTH	25,670	62	E	18.17	16.67	18.17	12.16	67	2.92	16	3.45	7.49	63	62	35	16.6
13 DRACUT	25,490	64	E	9.96	8.88	9.96	6.58	66	1.53	15	2.44	4.99	60	44	35	8.6
14 EVERETT	35,870	38	E	17.65	16.41	16.03	12.35	77	2.38	15	5.17	2.73	66	57	35	17.1
15 FALMOUTH	26,140	59	E	31.45	28.30	31.80	21.60	68	4.82	15	4.90	12.42	63.5	64.5	37.5	28.5
16 FITCHBURG	38,900	30	C	21.04	17.33	20.76	13.90	67	3.45	17	4.89	7.16	63.5	53	37.5	29.2
17 GLOUCESTER	28,490	49	E	16.44	13.06	15.65	11.36	73	2.19	14	4.02	6.21	63	59	32.5	15.1

POPULATION GROUP V (25,000 - 49,999)

MUNICIPALITY	'88 POP	POP RNK	REG	TOT OPRTG INC \$ P C	APPRO MUNIC INC \$ P C	TOT OPRTG EXP \$ P C	SALARY \$ PER CAP	EXP % TOT EXP	MATERLS \$ PER CAP	EXP % TOT EXP	HLDGS P C	CIRC P C	HOURS WIN	OPEN SUM	HRS IN WORK WEEK	FTE
18 HOLYOKE	40,790	28	W	4.74	1.78	4.61	2.69	59	1.09	24	1.92	1.09	30	30	35	7.6
19 LEOMINSTER	36,660	36	C	13.72	13.09	13.72	9.87	72	2.07	15	2.63	5.34	64	60	35	18.1
20 LEXINGTON	28,640	47	E	43.22	37.58	43.22	29.53	68	6.41	15	7.37	22.57	70	66	37	41.5
21 MARLBOROUGH	31,580	44	E	18.68	16.46	16.94	12.24	72	2.54	15	3.32	6.94	66	54	35	16.9
22 MELROSE	28,570	48	E	19.84	17.91	17.78	11.99	67	2.90	16	4.13	7.97	67	56	36	17.8
23 METHUEN	40,480	29	E	9.86	6.06	9.31	5.78	62	1.73	19	1.51	3.10	64	56	35	13.4
24 MILTON	25,600	63	E	22.50	20.96	22.49	16.16	72	3.21	14	5.05	8.08	64.5	56.5	37.5	20.9
25 NATICK	29,820	45	E	24.13	21.00	22.94	15.56	68	3.40	15	4.66	8.36	65.5	56.5	37.5	22.7
26 NEEDHAM	27,570	55	E	27.78	26.87	27.05	18.93	70	4.52	17	5.20	13.04	65	64.5	37.5	10.7
27 NORTHAMPTON	27,920	51	W	28.89	23.59	28.78	21.18	74	4.23	15	11.56	9.03	71	71	37.5	30.8
28 NORWOOD	28,020	50	E	25.80	24.12	25.50	17.89	70	3.76	15	3.33	8.45	72	60	35	23.2
29 PEABODY	46,850	23	E	20.37	19.06	17.00	10.78	63	3.31	19	2.41	3.33	69	65	35	30.5
30 PITTSFIELD	48,120	22	W	14.09	12.26	13.99	11.40	81	1.96	14	3.59	7.56	58	46	35	26.9
31 PLYMOUTH	41,520	27	E	15.20	13.55	14.28	10.40	73	1.86	13	2.05	4.58	63	54.5	37.5	21.1
32 RANDOLPH	29,350	46	E	11.83	10.88	11.55	8.14	71	1.91	17	1.63	7.42	64	46	35	11.7
33 REVERE	44,100	25	E	5.98	4.95	4.67	3.57	77	0.69	15	0.85	1.12	65	53	39	8.9
34 SALEM	38,420	33	E	17.95	15.82	16.15	11.01	68	2.82	17	3.91	3.50	64	64	35	22.8

POPULATION GROUP V (25,000 - 49,999)

MUNICIPALITY	'88 POP	POP RNK	REG	TOT OPRTG INC \$ P C	APPRO MUNIC INC \$ P C	TOT OPRTG EXP \$ P C	SALARY \$ PER CAP	EXP % TOT EXP	MATERLS \$ PER CAP	EXP % TOT EXP	HLDGS P C	CIRC P C	HOURS WIN	OPEN SUM	HRS IN WORK WEEK	FTE
-----	---	---	---	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
35 SAUGUS	25,940	61	E	9.73	9.12	9.70	6.89	71	1.51	16	1.80	3.46	64.5	54	37.5	9.5
36 STOUGHTON	27,690	52	E	19.26	19.20	19.26	12.78	66	3.68	19	3.71	6.78	64	55.5	35	15.5
37 TAUNTON	45,980	24	E	12.21	10.37	11.57	8.55	74	1.90	16	3.99	3.93	64	55	35	20.5
38 TEWKSBURY	26,930	56	E	8.26	7.14	8.25	6.05	73	1.28	16	1.39	3.56	64	56	37.5	6.4
39 WAKEFIELD	25,220	65	E	24.04	23.12	22.90	16.29	71	3.15	14	3.72	6.80	65	57	35.5	18.9
40 WATERTOWN	32,300	42	E	32.42	31.39	32.42	24.33	75	4.19	13	4.50	7.68	64	52	37	39.7
41 WELLESLEY	26,590	58	E	39.15	38.28	39.15	27.24	70	5.17	13	8.10	17.26	63	56	35	33.4
42 WEST SPRINGFIELD	26,900	57	W	15.39	14.25	13.47	9.17	68	1.85	14	3.63	5.84	68	50	37.5	13.7
43 WESTFIELD	38,650	32	W	15.94	11.23	15.54	10.34	67	2.68	17	3.94	12.22	63	54.5	37	21.1
44 WOBURN	37,480	35	E	13.27	12.93	12.93	9.84	76	1.77	14	2.40	3.12	65	56.5	37.5	18.0

POPULATION GROUP VI (50,000 - 99,999)

MUNICIPALITY	'88 POP	POP RNK	REG	TOT OPRTG INC \$	APPRO MUNIC INC \$	TOT OPRTG EXP \$	SALARY EXP		MATERLS EXP		HLDGS P C	CIRC P C	HOURS WIN	OPEN SUM	HRS IN WORK WEEK	FTE
				P C	P C	P C	\$ PER CAP	% TOT EXP	\$ PER CAP	% TOT EXP						
1 BROCKTON	92,410	6	E	11.13	9.70	11.39	8.95	79	1.33	12	3.15	3.08	65	52	35	39.4
2 BROOKLINE	51,680	20	E	39.40	37.79	39.39	28.85	73	6.35	16	7.90	10.24	66	64.5	37	59.7
3 CAMBRIDGE	90,290	7	E	26.17	25.31	25.23	20.09	80	3.27	13	5.03	8.05	74.5	62.5	37.5	71.7
4 CHICOPEE	57,650	15	W	10.99	9.75	10.71	8.15	76	1.70	16	1.39	3.33	63	48	35	25.7
5 FALL RIVER	88,920	8	E	9.15	9.02	9.00	5.70	63	1.61	18	4.39	2.30	64	56	35	28.8
6 FRAMINGHAM	63,140	13	E	20.72	19.56	20.46	15.99	78	2.91	14	4.15	9.73	67.5	64.5	37.5	46.4
7 HAVERHILL	50,640	21	E	16.05	12.00	16.05	10.41	65	2.58	16	4.07	4.66	65	61	40	28.2
8 LAWRENCE	61,500	14	E	11.57	9.96	11.57	7.76	67	1.41	12	4.02	2.33	68	56	35	25.5
9 LOWELL	94,070	5	E	8.20	7.12	7.75	5.71	74	1.40	18	2.59	2.45	63.5	52.5	35	25.1
10 LYNN	77,890	11	E	12.71	10.94	12.99	10.50	81	1.67	13	3.36	2.30	64	50	35	23.0
11 MALDEN	53,490	19	E	13.31	10.74	13.24	9.03	68	1.62	12	4.27	2.63	66	56	35	25.1
12 MEDFORD	56,580	16	E	13.31	12.27	12.94	9.64	74	1.95	15	2.48	3.78	65	57	35	23.3
13 NEW BEDFORD	94,330	4	E	16.27	13.39	16.48	12.32	75	1.55	9	4.81	4.22	64	64	35	39.9
14 NEWTON	82,230	10	E	21.05	19.85	20.94	16.38	78	3.21	15	4.50	6.18	68	62	37.5	67.4
15 QUINCY	82,640	9	E	19.74	18.06	18.12	13.43	74	2.29	13	2.84	5.03	64	56	35	39.1
16 SOMERVILLE	70,070	12	E	17.97	16.96	17.13	12.96	76	2.59	15	3.46	2.85	65	57	35	44.3
17 WALTHAM	56,440	17	E	14.86	13.84	14.86	12.16	82	1.89	13	2.99	5.23	68	56	35	26.8

POPULATION GROUP VI (50,000 - 99,999)

MUNICIPALITY -----	'88	POP		TOT	APPRO	TOT	SALARY EXP		MATERLS EXP				HOURS OPEN		HRS	
	POP	RNK	REG	OPRTG INC \$ P C	MUNIC INC \$ P C	OPRTG EXP \$ P C	PER	TOT	PER	TOT	HLDGS	CIRC	WIN	SUM	IN WORK WEEK	FTE
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18 WEYMOUTH	54,900	18	E	13.98	12.66	13.96	11.14	80	1.68	12	2.76	3.86	67	56	35	19.5

POPULATION GROUP VII (100,000+)

MUNICIPALITY -----	'88	POP	REG	TOT	APPRO	TOT	SALARY EXP		MATERLS EXP		HLDGS	CIRC	HOURS	OPEN	HRS IN WORK WEEK	FTE
	POP	RNK		OPRTG INC \$ P C	MUNIC INC \$ P C	OPRTG EXP \$ P C	\$	%	\$	%						
	---	---	---	-----	-----	-----	PER	TOT	PER	TOT	P C	P C	WIN	SUM	----	----
							CAP	EXP	CAP	EXP						
1 BOSTON	577,830	1	E	36.02	34.53	35.68	24.64	69	5.61	16	10.96	3.61	64	56	35	641.1
2 SPRINGFIELD	150,320	3	W	24.77	23.29	26.59	20.44	77	3.25	12	4.97	7.30	63	43	37.5	103.2
3 WORCESTER	156,190	2	C	22.03	20.01	21.39	15.75	74	2.68	13	3.64	4.99	66	53.5	40	100.6

Section Three:

FY91 LIG & MEG Application, Pages 2 and 3

Annual Report Information Survey, Last Page

A. FY91 TOTAL OPERATING INCOME (no cents)-- BUDGETED

Sources of Income	Appropriated	Not Appropriated
1. Municipal Funds	_____	_____
2. Dog Tax Fund	_____	_____
3. Additional Aid to Public Libraries	_____	_____
4. Other & Miscellaneous	_____	_____
5. Trusts and Endowments	_____	_____
6. Monetary Gifts	_____	_____
7. LIG/MEG	_____	_____
	↓	
FY91 BOX A	Total Appropriated Municipal Income for 7/1/90 - 6/30/91 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Total Not Appropriated <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
	Total Operating Income = Approp. + Not Approp. <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

C. FY90 TOTAL OPERATING INCOME (no cents)-- ACTUAL

Sources of Income	Appropriated	Not Appropriated
1. Municipal Funds	_____	_____
2. Dog Tax Fund	_____	_____
3. Additional Aid to Public Libraries	_____	_____
4. Other & Miscellaneous	_____	_____
5. Trusts and Endowments	_____	_____
6. Monetary Gifts	_____	_____
7. LIG/MEG	_____	_____
	↓	
FY90 BOX C	Total Appropriated Municipal Income for 7/1/89 - 6/30/90 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Total Not Appropriated <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
	Total Operating Income = Approp. + Not Approp. <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

B. FY91 CAPITAL PROGRAMS & OUTLAYS*Funds Reported in Section B should not be reported in Section A..***1. Income**

- a. Appro. Municipal Income _____
- b. Additional Aid to Public Libraries _____
- c. LIG/MEG _____
- d. Additional Monies _____

TOTAL
BOX B1**D. FY90 CAPITAL PROGRAMS & OUTLAYS***Funds Reported in Section D should not be reported in Sections C or E. Please see instructions.***1. Income**

- a. Appro. Municipal Income _____
- b. Additional Aid to Public Libraries _____
- c. LIG/MEG _____
- d. Additional Monies _____

TOTAL
BOX D1**2. Expenditures BOX D2**
If FY90 Capital Expenditures (Box D2) exceed Income (Box D1)
please explain other income sources:**Municipal Appropriation Requirement****TOTAL APPROPRIATED MUNICIPAL INCOMES FOR FISCAL YEARS 1991 THROUGH 1988**

FY91 (BOX A)

FY90 (BOX C)

FY89

FY88

E. FY90 TOTAL OPERATING EXPENDITURES and STANDARD 5 [605 cmr 4.01(5)] Materials Expenditure Percentage - ACTUAL

Report expenditures (in whole dollars) from the Total Operating Income box on page 2, Section C (See instructions).

1. Personnel

- a. Salaries
b. Benefits

Box E1

Total Personnel Expenditures

2. Library Materials

- a. books
b. periodicals
c. microforms
d. non-print & additional materials
e. CD-ROM or online costs

Box E2

Total Materials Expenditures

3. Other Operating Expenditures

- a. building maintenance
b. energy and utilities
c. network membership
d. other

Box E3

Other Operating Expenditures

Box E

Total Operating Expenditures

If Total Operating Expenditures (Box E) exceed the Total Operating Income (from p.2, Section C), please list additional income source(s) used to cover the library's FY90 expenditures:

If the library expended trust or endowment monies on library materials in FY90 and you wish to exclude those expenditures from the monies used to meet the materials expenditure standard, please report below the results of subtracting these amounts from Boxes E2 (Total Materials Expenditures) and E (Total Operating Expenditures).

Total Materials Expenditures (Less Trusts)

Total Operating Expenditures (Less Trusts)

INSTRUCTIONS - APPLICATION FORM FOR
FY91 LIBRARY INCENTIVE GRANT/MUNICIPAL EQUALIZATION GRANT (LIG/MEG)

! indicates new or substantially revised instructions. PLEASE read these instructions before completing the application. If you have any questions, please call the Data Analysis & Research Unit staff at 1-800-952-7403 or (617) 267-9400.

Please complete all pages of this application, and have the application signed on page 1 by the Chair of the Board of Trustees.

Note: Beginning with the FY91 grant round, both the LIG and MEG will be governed by the same regulations and filing requirements.

Instructions corresponding to each page of the Application are separated below by a dotted horizontal line.

p2 A FY91 TOTAL OPERATING INCOME (no cents) - BUDGETED

Exclude - income earmarked for capital programs and outlays

In Section A, indicate, in the relevant columns, the amounts budgeted for operating the library in FY91 (1 July '90 - 30 June '91) for each source of income listed.

p2 A1 Municipal Funds NOTE: Given the fiscal uncertainties confronting municipalities in FY91, please report in the "Appropriated" column the amount appropriated for the library prior to any reductions brought about by cutbacks in local aid to cities and towns. On next year's (FY92) LIG/MEG application form, you will be asked to supply the actual or final amount appropriated for the library in FY91.

Include + revenue, such as from the local tax levy, appropriated for operating expenditures
 + funds and transfers through the supplemental budget process

Exclude - and report separately, if possible, these sources of income. Such reporting helps identify the frequency with which various sources contribute to public library funding
 - Dog Tax Fund
 - Additional Aid to Public Libraries
 - Other & Miscellaneous
 - Library Incentive Grant (LIG) and Municipal Equalization Grant (MEG)

A2 Dog Tax Fund

A3 Additional Aid to Public Libraries:

Include + the monies from line C.3 of the FY90 Cherry Sheet if made available for operating the library during FY91.

Exclude - the FY91 LIG and MEG monies which were noted on line C.2 (labeled Public Libraries) of the FY91 Cherry Sheet.

A4 Other and Miscellaneous

Include + revenue not specified elsewhere in section A. Such revenue may be from fines, fees (such as from photocopiers, public access micro-computers or rentals), the sale of inventory and fixed assets, or proceeds from fund raising projects and consignment shops.

Exclude - receipts retained by the municipality and not authorized for the library's operating expenses. Also exclude these monies:

1. non-governmental grant monies received as a result of a proposal prepared in response to the requirements of the grantor. Grantors may include civic and business organizations and foundations.
2. LSCA and other federal grant monies
3. federally subsidized employment programs such as those funded under the Older Americans Act
4. income earmarked for capital programs and outlays
5. income from state government grants, such as the Massachusetts Arts Lottery Council, except report the LIG, MEG and Additional Aid to Public Libraries, noted in A7-8 and A3.

- under, APPROPRIATED, receipts retained by the municipality and not authorized for the library's operating expenses.

A5 Trusts and Endowments

- Include** + interest or other income from trusts and endowments expected for use by library between 1 July 1990 - 30 June 1991. If some or all of your trust funds and/or endowments do not follow the July - June fiscal year, please indicate that on the lower section of page 1.
- Exclude** - the principal of trusts and endowments

A6 Monetary Gifts

- Include** + monetary gifts received from civic and business organizations and foundations as well as from individuals
- Exclude** - estimated or fair market value of non-monetary gifts (such as books, paintings, furniture, etc.)
- grants from foundations or civic and business organizations

A7 LIG - Report in NOT APPROPRIATED Column

- Include** + the LIG funds that have been budgeted for operating library services during FY91. Based on the budget language funding the grants, we will be considering these funds as "not appropriated". Therefore, please report such income in the "NOT APPROPRIATED" column even if town meeting took action giving the funds to the library to cover operating expenses.
- Exclude** - here, but report in Section B, any amount set aside for capital outlays
- funds carried over from prior years.

A8 MEG - Report in NOT APPROPRIATED column

- Include** + the MEG funds that have been budgeted for operating library services during FY91. Based on the budget language funding the grants, we will be considering these funds as "not appropriated". Therefore, please report such income in the "NOT APPROPRIATED" column even if town meeting took action giving the funds to the library to cover operating expenses.
- Exclude** - here, but report in Section B, any amount set aside for capital outlays.
- funds carried over from prior years.

p2 Box A Add lines A1-5 in the APPROPRIATED column and place the sum in Box A labeled "Total Appropriated Municipal Income", and also in the first box, "FY 1991 (BOX A)", at the bottom of page 1 in the Municipal Appropriation Requirement section.

Add the amounts in the "Not Appropriated" column and place the sum in the "Total Not Appropriated" box.

Add the sums of Box A ("Total Appropriated Municipal Income") and the "Total Not Appropriated" Box, and place the sum in the box labeled "Total Operating Income".

p2 **B FY91 CAPITAL PROGRAMS**

In general, record here the income for the hardware associated with the library's automated systems and/or automated resource sharing network. Also record here the income for the library's creation of machine-readable records in a retrospective conversion project if it was not reported as part of operating income.

p2 **B1 INCOME (Capital)**

Include + income for capital programs or outlays. These may generally be defined as extraordinary and non-recurring programs, such as construction, renovation, improvement, expansion, or repair of a library building, resulting in the acquisition of, or addition to, fixed assets which will remain usable in excess of one year.

Municipalities, however, often have their own definition of what constitutes a capital program or outlay. If available, use the municipality's definition or that of the Board of Trustees.

Note that any income reported here in section B1 should not be reported in section A.

B1a Appro Municipal Income (Capital)

Include + appropriations for capital programs and outlays from Municipal Funds and the Dog Tax Fund.

Exclude - and report separately below capital outlays from Additional Aid to Public Libraries, LIG and/or MEG, and Additional Monies.

B1b Additional Aid to Public Libraries (Capital)

Include + Additional Aid to Public Library monies appropriated for library capital programs and outlays. Additional Aid to Public Libraries monies were reported to municipalities on line C.3 of the FY90 Cherry Sheet.

Exclude - any LIG and MEG monies designated for Capital programs and outlays. Such income should be reported on lines B1c and d.

B1c LIG (Capital)

Include + money if budgeted for capital outlays rather than for operating income and expenditures.

B1d MEG (Capital)

Include + money if budgeted for capital outlays rather than for operating income and expenditures

B1e Additional Monies (Capital)

Include + income for capital programs and outlays from these sources of income:

- o interest from trusts and endowments
- o monetary gifts
- o Other and Miscellaneous
- o federal monies
- o state monies other than those received from the Board of Library Commissioners and the Additional Aid to Public Libraries

p2 Box B1 Add lines B1a-e and place the sum in the box below labeled B1.

p2 C FY90 TOTAL OPERATING INCOME (no cents) - ACTUAL

In Section C, indicate, in the relevant columns, the amounts that were available for operating the library in FY90 (1 July '89 - 30 June '90) for each source of income listed. This amount can differ from the final expenditure amount.

Section C asks for essentially the same information for FY90 that was requested in Section A for FY91 except that Section C asks for actual operating income received by the library for operating services in FY90, whereas Section A asked for operating income budgeted for FY91. For the similar income sources, we are not repeating the instructions but ask you to refer back to Section A.

p2 C1 Municipal Funds

Include and Exclude - same as for Section A

C2 Dog Tax Fund

C3 Additional Aid to Public Libraries:

Include + the monies from line C.3 of the FY90 Cherry Sheet if made available to the library.
Exclude - the FY90 LIG & MEG monies reported on line C.2 of the FY90 Cherry Sheet.

C4 Other and Miscellaneous

Include + revenue not specified elsewhere in section C. Such revenue is the same type as noted for Section A
Exclude - receipts retained by the municipality and not authorized for the library's operating expenses; exclude the same types of receipts noted for Section A. If the library received LIG, MEG and Additional Aid to Public Libraries monies, please report those separately in C7, C8 and C3.

C5 Trusts and Endowments

Include + same as for Section A except these are monies received between 1 July 1989 and 30 June 1990.
Exclude - same as for Section A

C6 Monetary Gifts

Include and Exclude - same as for Section A

C7 LIG - Report in NOT APPROPRIATED Column

- Include + the LIG funds that were received for operating library services during FY90. Based on the budget language funding the grant, we will be considering these funds as "not appropriated". Therefore, please report such income in the "NOT APPROPRIATED" column even if town meeting took action giving the funds to the library.
- Exclude - here, but report in Section D, any set aside for capital outlays.
- funds carried over from prior years.

C8 MEG - Report in NOT APPROPRIATED Column

- Include + the MEG funds that were received for operating library services during FY90. Based on the budget language funding the grant, we will be considering these funds as "not appropriated". Therefore, please report such income in the "NOT APPROPRIATED" column even if town meeting took action giving the funds to the library.
- Exclude - here, but report in Section D, any set aside for capital outlays.
- funds carries over from prior years.

p2 Box C Add lines C1-5 in the APPROPRIATED column and place the sum in Box C labeled "Total Appropriated Municipal Income. Also list the sum in the second box, "FY 1990 (BOX C)", in the Municipal Appropriation Requirement section at the bottom of page 1. "

Add the amounts in the "Not Appropriated" column and place the sum in the "Total Not Appropriated" box.

Add the sums of Box C ("Total Appropriated Municipal Income") and the "Total Not Appropriated" Box and place the sum in the box labeled "Total Operating Income".

p2 D FY90 CAPITAL PROGRAMS AND OUTLAYS

Section D asks for the same type of income as noted for Section B, and expenditures data.

p2 D1 INCOME (Capital)

Include - same types of income as noted for Section B. Note that any income reported here in section D1 should not be reported in section C.

D1a Appro Municipal Income (Capital)

Include + same as for Section B

Exclude - items listed separately below

D1b Additional Aid to Public Libraries (Capital)

Include + same as noted for Section B except was on line B.8 of FY90 Cherry Sheet

Exclude - any LIG and MEG monies designated for capital; report those monies on lines D1c and D1d

D1c LIG (Capital)

Include + if received for capital rather than for operating

D1d MEG (Capital)

Include + if received for capital rather than for operating

D1e Additional Monies (Capital)

Include + same types of monies as noted for Section B

p2 Box D1 Add lines D1a-e and place the sum in the box below labeled D1.

p2 D2 Expenditures (Capital)

Include + all expenditures and encumbrances for capital programs and outlays made from the sources of income listed above in D1a-e. Note that any expenditures reported here in section D2 should not be reported in section E.

p2 Box D2 Place the sum of all such expenditures and encumbrances in the box labeled D2.

Compare the figure in Box D2 (Capital Expenditures) with the total in Box D1 (Appropriated Municipal Income (Capital)). If the amount in Box D2 is greater than the total in Box D1, please explain other income used to cover FY90 Capital expenses. These might include carryover from previously received LIG and/or MEG funds, carryover from previously earned trust monies, etc.

p3 E FY90 TOTAL OPERATING EXPENDITURES - ACTUAL

- Include
- + expenditures and encumbrances from income reported above in C1-8 and from "carried over" income such as LIG/MEG or trust monies received prior to FY90 but not expended until FY90
 - + expenditures, defined as the cost of goods delivered or services rendered
 - + encumbrances, defined as a contingent liability in the form of purchase orders, contracts, or salary commitments which were not yet paid as of the last day of the fiscal year, but are to be paid out of FY90 Sources of Income. An example of an encumbrance is an order for items not yet received (or paid for) on the last day of the fiscal year, but for which funds are reserved (encumbered) to pay the bill when received.
- Exclude
- expenditures and encumbrances from income reported in D1a-e (Capital Programs and Outlays)

p3 E1 Personnel

E1a Salaries

- Include
- + expenditures and encumbrances from income reported in C1-8
 - + total salaries paid all staff (full-time, part-time, seasonal, substitute, hourly, etc.) holding positions routinely included in the library budget year after year
- Exclude
- contracted building maintenance services
 - salaries paid with federal monies (LSCA, Older Americans Act, etc.)
 - salaries paid by other municipal departments
 - pension and fringe benefit expenditures (if either or both are paid from the library's income, include the amount expended in "Other Operating Expenditures" Box E3 below.)

* E1b Benefits

- Include
- + the cost of personnel benefits only if they appeared in the library's FY90 operating budget. Examples of personnel benefits include Social Security; medical, life and disability insurance; workmen's compensation; retirement; and other benefits such as housing.

p3 Box E1 Add the amounts reported on lines E1a-b marked Salaries and Benefits, and place the total to the right in Box E1 labeled "Total Personnel Expenditures."

p3E2a-e Library Materials

- Include
- + expenditures and encumbrances from income reported in C1-8
 - + for books, the amount expended and encumbered for books and other printed materials catalogued or made ready for use (processed) in the same manner as books
 - + separate amounts for periodicals, microforms, non print and additional materials, and CD-ROM and/or online costs
- Exclude
- monetary value of donated books or other library materials

p3

E2d Non-Print and Additional Materials

- Include**
- + expenditures and encumbrances for income reported in C1-8
 - + audio recordings (LP records, compact disc, and audio cassettes)
 - + 16mm films if they are part of the library's permanent collection
 - + video recordings (video cassettes and videodiscs) if they are part of the library's permanent collection
 - + other AV materials which require the use of special equipment to be seen or heard
 - + additional non-book library materials which do not require the use of special equipment to be seen or heard, e.g., maps, art prints, globes, vertical file material, and games
 - + microcomputer software

*

E2e CD-ROM and/or Online Databases

- Include**
- + subscription or purchase costs for CD-ROM software or products, such as InfoTrac or BiblioFile, paid in FY1990
 - + any subscription or connection charges paid to commercial online database services such as DIALOG or WILSONLINE.
- Exclude**
- equipment costs for CD-ROM or online database searching, unless they are part of the subscription cost and are dedicated for use for that product
 - annual membership fees to Massachusetts resource sharing networks. These should be reported below in section E.3c

p3

Box E2 Add the amounts reported on lines E2a-e marked books, periodicals, microforms, non-print and additional materials, and CD-ROM and/or online databases and place the total to the right in Box E2 labeled "Total Materials Expenditures."

p3

E3 Other Operating Expenditures

- Include**
- + expenditures reported on lines B1a-c
- Exclude**
- expenditures and encumbrances from income reported in D1a-d (Capital Programs and Outlays) above

*

E3a Building Maintenance

- Include**
- + costs such as labor or materials to repair or maintain the building(s) or physical plant, such as building related service contracts, cleaning services, property or liability insurance premiums, and any building-related supplies
- Exclude**
- capital repairs

*

E3b Energy and utilities

- Include**
- + costs for energy sources (typically oil, natural gas, or electricity) to heat, ventilate, air condition, illuminate or provide electricity for the library.
 - + fuel for library-owned vehicles
 - + water, sewer, telephone and any other similar amounts paid by the library in FY1990

*

E3c Network Memberships

- Include**
- + the annual fee paid by the library to be either a full or dial-up member of one of the automated resource sharing networks in Massachusetts (such as Minuteman, CLAMS, C/W MARS, etc.)
- Exclude**
- equipment costs

*

E3d Other

- Include**
- + any non-capital expenses other than those specified above that were paid to operate the library during FY1990. Examples might be office supplies, photocopier service contracts, workshop or conference registrations, staff travel, etc.

p3

Box E3 Add the amounts reported on lines E3a-d marked building maintenance, energy and utilities, network membership and other and place the total to the right in Box E3 labeled "Other Operating Expenditures."

Box E Total Operating Expenditures

Add Boxes E1, E2, and E3 and place the total to the right in Box E labeled "Total Operating Expenditures."

Compare the figure in Box E with the amount in the "Total Operating Income" Box in Section C. If Box E ("Total Operating Expenditures") is greater than the "Total Operating Income" Box in Section C, please explain briefly in the space provided at the end of Section E, what other income sources were used to cover FY90 expenditures. For example, carryover from previously received LIG and/or MEG funds, carryover from previously earned trust monies, etc.

HOLDINGS AND CIRCULATION INFORMATION FOR FY90

If data are for other than July 1, 1989 - June 30, 1990, please give inclusive dates here _____.

A. HOLDINGS

1. PRINT MATERIALS

- a. Volumes Owned
b. Volumes of Bound Periodicals
c. Periodical Subscriptions Rec'd
d. Physical Units of Microforms

2. NON-PRINT & ADDITIONAL MATERIALS

- a. Audio Recordings . . . LP records _____ + . . . Compact Discs _____ + Audio cassettes _____ =
b. 16 mm Films
c. Filmstrips
d. Slide Sets
e. Video Recordings Videodiscs _____ + Video cassettes _____ =
f. Multi-Media Kits
g. Framed Art Prints
h. Other

--

TOTAL A

B. CIRCULATION (Including Non-Resident)

1. PRINT MATERIALS

- a. Direct Circulation to Users
b. Circulation from other Libraries to Users (ILL)
c. Circulation to other Libraries (ILL)

2. NON-PRINT & ADDITIONAL MATERIALS

- a. Audio Recordings . . . LP records _____ + . . . Compact Discs _____ + Audio cassettes _____ =
b. 16 mm Films
c. Filmstrips
d. Slide Sets
e. Video Recordings Videodiscs _____ + Video cassettes _____ =
f. Multi-Media Kits
g. Framed Art Prints
h. Other

--

TOTAL B

C. CIRCULATION (NON-RESIDENT ONLY)

1. Number of items of all types of materials circulated to non-residents was _____.

INSTRUCTIONS - ANNUAL REPORT INFORMATION SURVEY

HOLDINGS AND CIRCULATION INFORMATION

A1 FY90 HOLDINGS: PRINT MATERIALS

A1a Volumes Owned: Count one for each volume (i.e. physical unit, either hard or soft bound) owned by the library in its catalogued collection of books and related printed materials catalogued or processed in the same manner as books.

A1b Volumes of Bound Periodicals: Count, according to the method used in your library, the number of volumes of hardbound periodicals owned by the library. Report "0" if the library does not own any volumes of bound periodicals.

A1c Periodical Subscriptions Received: Count one for each title, excluding duplicate subscriptions.

A1d Physical Units of Microforms: Count one for each roll of microfilm or each card of microfiche.

A2 FY90 HOLDINGS: NON-PRINT & ADDITIONAL MATERIALS: For each of the media listed, count materials separately by title, including one for each titled part of a series.

A2a Audio recordings: Please provide a total count of all audio recordings. Include, if available, a separate figure for LP records, compact discs, and audio cassettes.

A2b 16mm Films: Count only those owned by the library.

A2c-d Filmstrips and Slide Sets: Include sound and silent.

A2e Video Recordings: Please provide a total count of all video recordings. Include, if available, a separate figure for videodiscs and cassettes, either commercially or non-commercially produced.

A2f Multi-Media Kits: A kit is a variety of media formats (usually a minimum of 3) gathered and integrated into a unit such that the varied components overlap and reinforce the value of each other. Count one for each kit title.

A2g Framed Art Prints: Include framed art prints or framed photographs intended for circulation.

A2h Other: Include materials not listed individually such as globes, games, puzzles, toys, realia, maps, microcomputer software, vertical file material, etc. Count one for each drawer of vertical file material; for all other items count or estimate one for each title.

Add lines A1a and A2a-g, placing the figure below on the dark line labeled "TOTAL A." Do not include lines A1b-d and A2h in the total.

B1 FY90 CIRCULATION: PRINT MATERIALS

B1a Direct Circulation to Users: Count one for each book or issue of a periodical lent from the collection to users (including non-residents), and one for each renewal, including circulation from bookmobiles operated by the library. Circulation of materials owned by the regional public library systems should also be included in this count.

B1b Circulation from Other Libraries to Users (ILL): Count one for each book or issue of a periodical received from another library's collection and circulated to users, and one for each renewal. This figure should reflect the interlibrary loans received by the library.

B1c Circulation to Other Libraries (ILL): Count one for each book or issue of a periodical loaned to another library, and one for each renewal. This figure should reflect the interlibrary loans sent by the library.

B2 FY90 CIRCULATION: NON-PRINT & ADDITIONAL MATERIALS

B2a-h Count one for each title lent from the library's own collection to users and one for each renewal (including non-residents). Also count one for each title received from the regional public library systems or from another library's collection and lent to users or another library, and one for each renewal.

Add lines B1a-c and B2a-g, placing the figure below on the dark line labeled "TOTAL B." Do not include line B2h in the total.

C. CIRCULATION (NON-RESIDENT ONLY)

Report the number of items (excluding ILL) lent to Massachusetts residents who are not residents of your municipality.

If you have any questions, please call the Data Analysis and Research Unit staff at
1-800-952-7403 or (617) 267-9400

Municipal Index to Population Groups

Municipality	Pop. Group	Municipality	Pop. Group	Municipality	Pop. Group	Municipality	Pop. Group	Municipality	Pop. Group
ABINGTON	IV	BREWSTER	III	DUNSTABLE	II	HANCOCK	I	LUDLOW	IV
ACTON	IV	BRIDGEWATER	IV	DUXBURY	IV	HANOVER	IV	LUNENBURG	III
ACUSHNET	III	BRIMFIELD	II	EAST BRIDGEWATER	IV	HANSON	III	LYNN	VI
ADAMS	III	BROCKTON	VI	EAST BROOKFIELD	I	HARDWICK	II	LYNNFIELD	IV
AGAWAM	V	BROOKFIELD	II	EAST LONGMEADOW	IV	HARVARD	IV	MALDEN	VI
ALFORD	I	BROOKLINE	VI	EASTHAM	II	HARWICH	IV	MANCHESTER-BY-THE-	III
AMESBURY	IV	BUCKLAND	I	EASTHAMPTON	IV	HATFIELD	II	MANSFIELD	IV
AMHERST	V	BURLINGTON	IV	EASTON	IV	HAVERHILL	VI	MARBLEHEAD	IV
ANDOVER	V	CAMBRIDGE	VI	EDGARTOWN	II	HAWLEY	I	MARION	II
ARLINGTON	V	CANTON	IV	EGREMONT	I	HEATH	I	MARLBOROUGH	V
ASHBURNHAM	III	CARLISLE	II	ERVING	I	HINGHAM	IV	MARSHFIELD	IV
ASHBY	II	CARVER	IV	ESSEX	II	HINSDALE	I	MASHPEE	III
ASHFIELD	I	CHARLEMONT	I	EVERETT	V	HOLBROOK	IV	MATTAPOISETT	III
ASHLAND	IV	CHARLTON	III	FAIRHAVEN	IV	HOLDEN	IV	MAYNARD	IV
ATHOL	IV	CHATHAM	III	FALL RIVER	VI	HOLLAND	II	MEDFIELD	IV
ATTLEBORO	V	CHELMSFORD	V	FALMOUTH	V	HOLLISTON	IV	MEDFORD	VI
AUBURN	IV	CHELSEA	V	FITCHBURG	V	HOLYOKE	V	MEDWAY	III
AVON	II	CHESHIRE	II	FLORIDA	I	HOPEDALE	II	MELROSE	V
AYER	III	CHESTER	I	FOXBOROUGH	IV	HOPKINTON	III	MENDON	II
BARNSTABLE	V	CHESTERFIELD	I	FRAMINGHAM	VI	HUBBARDSTON	II	MERRIMAC	III
BARRE	II	CHICOPEE	VI	FRANKLIN	IV	HUDSON	IV	METHUEN	V
BECKET	I	CHILMARK	I	FREETOWN	III	HULL	III	MIDDLEBOROUGH	IV
BEDFORD	IV	CLARKSBURG	I	GARDNER	IV	HUNTINGTON	I	MIDDLEFIELD	I
BELCHERTOWN	IV	CLINTON	IV	GAY HEAD	I	IPSWICH	IV	MIDDLETON	III
BELLINGHAM	IV	COHASSET	III	GEORGETOWN	III	KINGSTON	III	MILFORD	IV
BELMONT	IV	COLRAIN	I	GILL	I	LAKEVILLE	III	MILLBURY	IV
BERKLEY	II	CONCORD	IV	GLOUCESTER	V	LANCASTER	III	MILLIS	III
BERLIN	II	CONWAY	I	GOSHEN	I	LANESBOROUGH	II	MILLVILLE	II
BERNARDSTON	I	CUMMINGTON	I	GOSNOLD	I	LAWRENCE	VI	MILTON	V
BEVERLY	V	DALTON	III	GRAFTON	IV	LEE	III	MONROE	I
BILLERICA	V	DANVERS	IV	GRANBY	III	LEICESTER	IV	MONSON	III
BLACKSTONE	III	DARTMOUTH	V	GRANVILLE	I	LENOX	III	MONTAGUE	III
BLANDFORD	I	DEDHAM	IV	GREAT BARRINGTON	III	LEOMINSTER	V	MONTEREY	I
BOLTON	II	DEERFIELD	II	GREENFIELD	IV	LEVERETT	I	MONTGOMERY	I
BOSTON	VII	DENNIS	IV	GROTON	III	LEXINGTON	V	MOUNT WASHINGTON	I
BOURNE	IV	DIGHTON	III	GROVELAND	III	LEYDEN	I	NAHANT	II
BOXBOROUGH	II	DOUGLAS	II	HADLEY	II	LINCOLN	III	NANTUCKET	III
BOXFORD	III	DOVER	II	HALIFAX	III	LITTLETON	III	NATICK	V
BOYLSTON	II	DRACUT	V	HAMILTON	III	LONGMEADOW	IV	NEEDHAM	V
BRAINTREE	V	DUDLEY	III	HAMPDEN	II	LOWELL	VI	NEW ASHFORD	I

Municipality	Pop. Group	Municipality	Pop. Group	Municipality	Pop. Group	Municipality	Pop. Group
NEW BEDFORD	VI	PRINCETON	II	SPRINGFIELD	VII	WEST BOYLSTON	III
NEW BRAINTREE	I	PROVINCETOWN	II	STERLING	III	WEST BRIDGEWATER	III
NEW MARLBOROUGH	I	QUINCY	VI	STOCKBRIDGE	II	WEST BROOKFIELD	II
NEW SALEM	I	RANDOLPH	V	STONEHAM	IV	WEST NEWBURY	II
NEWBURY	III	RAYNHAM	III	STOUGHTON	V	WEST SPRINGFIELD	V
NEWBURYPORT	IV	READING	IV	STOW	III	WEST STOCKBRIDGE	I
NEWTON	VI	REHOBOTH	III	STURBRIDGE	III	WEST TISBURY	I
NORFOLK	III	REVERE	V	SUDBURY	IV	WESTBOROUGH	IV
NORTH ADAMS	IV	RICHMOND	I	SUNDERLAND	II	WESTFIELD	V
NORTH ANDOVER	IV	ROCHESTER	II	SUTTON	III	WESTFORD	IV
NORTH ATTLEBOROUGH	IV	ROCKLAND	IV	SWAMPSCOTT	IV	WESTHAMPTON	I
NORTH BROOKFIELD	II	ROCKPORT	III	SWANSEA	IV	WESTMINSTER	III
NORTH READING	IV	ROWE	I	TAUNTON	V	WESTON	IV
NORTHAMPTON	V	ROWLEY	II	TEMPLETON	III	WESTPORT	IV
NORTHBOROUGH	IV	ROYALSTON	I	TEWKSBURY	V	WESTWOOD	IV
NORTHBRIDGE	IV	RUSSELL	I	TISBURY	II	WEYMOUTH	VI
NORTHFIELD	II	RUTLAND	II	TOLLAND	I	WHATELY	I
NORTON	IV	SALEM	V	TOPSFIELD	III	WHITMAN	IV
NORWELL	III	SALISBURY	III	TOWNSEND	III	WILBRAHAM	IV
NORWOOD	V	SANDISFIELD	I	TRURO	I	WILLIAMSBURG	II
OAK BLUFFS	II	SANDWICH	IV	TYNGSBOROUGH	III	WILLIAMSTOWN	III
OAKHAM	I	SAUGUS	V	TYRINGHAM	I	WILMINGTON	IV
ORANGE	III	SAVOY	I	UPTON	II	WINCHENDON	III
ORLEANS	III	SCITUATE	IV	UXBRIDGE	III	WINCHESTER	IV
OTIS	I	SEEKONK	IV	WAKEFIELD	V	WINDSOR	I
OXFORD	IV	SHARON	IV	WALES	I	WINTHROP	IV
PALMER	IV	SHEFFIELD	II	WALPOLE	IV	WOBBURN	V
PAXTON	II	SHELBURNE	II	WALTHAM	VI	WORCESTER	VII
PEABODY	V	SHERBORN	II	WARE	III	WORTHINGTON	I
PELHAM	I	SHIRLEY	III	WAREHAM	IV	WRENTHAM	III
PEMBROKE	IV	SHREWSBURY	IV	WARREN	II	YARMOUTH	IV
PEPPERELL	IV	SHUTESBURY	I	WARWICK	I		
PERU	I	SOMERSET	IV	WASHINGTON	I		
PETERSHAM	I	SOMERVILLE	VI	WATERTOWN	V		
PHILLIPSTON	I	SOUTH HADLEY	IV	WAYLAND	IV		
PITTSFIELD	V	SOUTHAMPTON	II	WEBSTER	IV		
PLAINFIELD	I	SOUTHBOROUGH	III	WELLESLEY	V		
PLAINVILLE	III	SOUTHBRIDGE	IV	WELLFLEET	II		
PLYMOUTH	V	SOUTHWICK	III	WENDELL	I		
PLYMPTON	II	SPENCER	IV	WENHAM	II		

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